



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA VA 22332 2300

NAVFACINST 7320.3B - CH-1
FAC 915

NAVFAC INSTRUCTION 7320.3B - CHANGE -1

20 DEC 1996

From: Commander, Naval Facilities Engineering Command

Subj: MANAGEMENT OF PROPERTY

Ref: (a) UNDSECDEF memo of 28 May 1996
(b) ASSTSECNAV (FM&C) memo of 18 June 1996

Encl: (1) Revised pages II-2, 3, 4, 5, and 6

1. Purpose. To provide Command policy and procedures for the management of minor property accountability with regard to the dollar threshold promulgated by references (a) and (b), and to clarify responsibility for property pass management.

2. Background.

(a) References (a) and (b) raised minor property accountability dollar thresholds from the previous level of \$300 to a revised level equal to the upper threshold of the micro-purchase threshold (currently \$2,500). References (a) and (b) also state that "DoD Components may maintain property control records in property management systems for 'pilferable' material costing less than the micro-purchase threshold."

(b) Management and level of responsibility for property passes were not previously addressed.

(c) The term Federal Information Processing (FIP), as defined by the Federal Information Resources Management Regulation (FIRMR), was abolished by the implementation of the Information Technology Management Reform Act (ITMRA) of 1996. The term Information Technology (IT) replaces the term FIP.

3. Action. Addressees shall replace pages II-2, 3, 4, 5, and 6 with enclosure (1).

R. L. MOELLER
Vice Commander

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1. Title	Number	Date
7320.3B, Management of Property	Change 1	31 December 1996

2. Attachments

Cover letter
Page II-2, Replacement Page
Page II-3, Replacement Page
Page II-4, Replacement Page
Page II-5, Replacement Page
Page II-6, Replacement Page

3. Explanation

Insert
Attached Cover Letter in front of Page i

Remove
Pages II-2 through II-6

Replace With
Attached new pages II-2 through II-6

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SECTION II - DEFINITIONS AND TERMS

The definitions and terms pertinent to this instruction include guidance and policy.

ACCOUNTABILITY. All personnel (military and civilian) are accountable for the safekeeping of government-owned leased or borrowed property that is provided for his/her use. Personnel will be held accountable for negligence regarding damage or loss of property provided for their use.

ACCOUNTABLE PROPERTY. Accountable property is Navy-owned personnel property acquired for use at any Navy Activity to support the Activity's mission or functions. Accountable property does not include "material or supplies" that are normally consumed or expended in their use. Accountable property may be acquired by direct (internal funds) or indirect (sponsor/customer funds) purchase, salvage, transfer from another DOD activity or disposal facility, donation, or it may be gained "found" in an inventory (special or triennial) or developed/manufactured by government employees. All accountable property is to be tagged with a Government ID Tag number regardless of the method of acquisition or previous accounting determinations. All accountable property will also be recorded in the using Activity's plant property or minor property database as appropriate.

AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE). (See Information Technology (IT) and Federal Information Processing (FIP) Resources.)

R

BAR CODE. A label that is affixed to accountable property and shows NAVFAC/activity ownership, a unique identifying number, and code which can be read by bar code scanning equipment.

COMMUNICATION EQUIPMENT. (See Information Technology (IT) and Federal Information Processing (FIP) Resources.)

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CUSTODIAN. Property custodians are the individuals designated by the Property Responsible Officer (PRO) to provide internal assistance (within the code or department) in the day-to-day management of property assigned to the code/department. The custodians do not relieve the PRO of the overall responsibility and accountability for property assigned to the code/department.

END USERS. Individual employees within the Command who have specific property assigned to them for their use in performing their job are end users.

EXCESS PROPERTY. Excess property is that property assigned to the code/department that is no longer needed or in use. Requests for disposition of excess property will be made in writing to the Property Administrator. All excess ADP equipment requiring repair will be processed through the ADP division to ensure excess reports and other management requirements are in accordance with Department of Defense policy and regulations (DoD 7950.1M, DoD 4160.21M, and NAVCOMPT Manual). All excess accountable property must be released by the PRO/Custodian when physically moved out of the code/department to another code/department or building.

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until installed into the end items. After installation, the items become a part of the end item, increasing its value. Components to other items will be trackable from purchase to installation.

FEDERAL INFORMATION PROCESSING (FIP) RESOURCES. (aka Information Technology (IT), Automated Data Processing (ADP), ADP Equipment (ADPE), Hardware, Software, etc.) FIP is a term that was defined by the Federal Information Resources Management Regulation (FIRMR). The FIRMR was abolished effective 8 August 1996 as part of implementation of the Information Technology Management Reform Act (ITMRA) of 1996. The present equivalent term for FIP resources is Information Technology (IT). Wherever the term FIP is used in this instruction, the term IT may be substituted. The portions of the FIRMR that related to GSA's role in the disposal of excess and exchange/sale of IT equipment have been moved to the Federal Property Management Regulation (FPMR), Subpart 101-43.6. (See Information Technology (IT).)

R

HARDWARE. (See Information Technology (IT) and Federal Information Processing (FIP) Resources.)

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INDUSTRIAL PLANT EQUIPMENT (IPE). Plant Property Class 4 is that part of IPE further defined in the Management of Defense-Owned Industrial Plant Equipment Manual (NAVSUP P-5009) (DLAM 4215.1) that has a useful life of two years or more and an acquisition cost equal to or greater than the investment/expense funding threshold used by the Congress for appropriating funds. It includes metal working equipment in the Federal Supply Group 34 generally used for the purpose of cutting, abrading, grinding, shaping, forming, joining, and other equipment as addressed in NAVSUP P-5009 and DLAM 4215.1 (See NAVCOMPT Manual, Volume 3, Subsection 4 for more details).

INFORMATION RESOURCES (IR). Resources that are necessary to develop and operate an Information System. These resources include people, equipment, software, facilities, and contractual support for system definition, system, design, development, deployment, and operation.

INFORMATION SYSTEM (IS). People, equipment, software, and facilities operating together in accordance with established procedures to collect, process, disseminate, store, or retrieve information.

INFORMATION SYSTEM (IS) PROJECT. The process of creating a new information system or modifying an existing information system. Implementing an umbrella contract is also considered an IS project.

INFORMATION TECHNOLOGY (IT). The Information Technology Management Reform Act (ITMRA) of 1996, section 5002 (3) defines information technology as: "(A) The term 'information technology', with respect to an executive agency means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. For purposes of the preceding sentence, equipment is used by an executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. (B) the term 'information technology' includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. (C) Notwithstanding subparagraphs (A) and (B), the term 'information technology' does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract." (See Federal Information Processing (FIP) Resources.)

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INTERNAL (MANAGEMENT) CONTROLS. Internal controls include, but are not limited to, identification, physical inventory, maintenance of records, physical security, management reports, care, and custody control of minor property. Specific internal controls established for the management of minor property are mandated by NAVCOMPT Manual, Volume 3, Chapter 6, Part D.

MINOR PROPERTY. Minor property is defined as Navy-owned personal property acquired for immediate use and having a unit cost of less than the investment/expense funding threshold used by Congress for appropriating funds; and those personal property items having an acquisition cost/value equal to or greater than the micro-purchase threshold (currently \$2,500.). In addition, for all NAVFACENGCOM Activities, minor property accountability databases will include all Federal Information Processing (FIP) resources and other pilferable items (including, but not limited to: all computer and peripheral equipment, software, cellular phones, fax machines, photographic equipment, audio-visual equipment and typewriters) costing between \$100 and the micro-purchase threshold.

Furniture and fixtures costing less than the micro-purchase threshold (currently \$2,500) may be removed from minor property databases; however, to maintain accountability, deleted records will be archived.

MODEM. (See Information Technology (IT) and Federal Information Processing (FIP) Resources.)

NON-ACCOUNTABLE PROPERTY. Government property expendable or non-expendable, which by definition should not be made accountable by identifying number but, as government property, should be safeguarded by whatever method deemed necessary and reasonable.

NON-ACCOUNTABLE TAGS. Generally a 3/4" x 2-1/2" white tag with blue lettering imprinted "U.S. Navy Property, (name of activity)." The purpose of the tag is to indicate government-owned property not accountable in the property accounting database but will act as a deterrent to theft.

NON-EXPENDABLE PROPERTY. All plant equipment and all minor property are non-expendable property. Non-expendable property is an item of personal property that retains its identity throughout its useful life and has a dollar value high enough to warrant maintenance of item accountability.

PERIPHERAL EQUIPMENT. (See Information Technology (IT) and Federal Information Processing (FIP) Resources)

PERSONAL COMPUTERS (PCs). (See Information Technology (IT) and Federal Information Processing (FIP) Resources)

PERSONAL PROPERTY. Personal property is all property other than real property (land) or building service equipment. (Note: Personal property by government definition is not privately/employee-owned property.)

PHYSICAL INVENTORY. A physical inventory is the actual sighting of all plant and minor property by personnel independent of the responsible property officer or property administrator accountable for individual items or records. NAVCOMPT Manual requires, as a minimum, a triennial inventory of plant property and encourages activities to conduct the minor property inventory concurrently with the triennial inventory. (Note: NAVFACENGCOM strongly recommends that an annual inventory be conducted by the Property Responsible Officer and reconciled with the Property Administrator's records.)

PILFERABLE PROPERTY. Pilferable property is any property that is easily transportable or concealable, having a ready resale value or application for personal use and therefore subject to theft. Examples of pilferable items include but are not limited to: Calculators, typewriters, cameras, binoculars, communication devices, audio-visual equipment, computer equipment (modems, laptop computers, printers, software, etc.), general purpose shop equipment, portable power tools, hand tools, and test equipment.

PLANT AND MINOR PROPERTY (PMP) ACCOUNTING SYSTEM DATABASE. The central database containing ALL property records for the command/activity. The Property Administrator and the Assistant Property Administrator are the only individuals with unrestricted access to the database to prevent unauthorized changes and entries. Property Responsible Officers and their custodian(s) may have passwords issued for special access to receive such items as a printout or generic reports and uploading of scanned property files in order to obtain discrepancy reports.

PLANT PROPERTY. Plant property is accountable property with a value over the investment/expense funding threshold used by Congress for appropriating funds. As an asset, plant property must be reported to the Defense Finance and Accounting Service (DFAS). The bar code label or identification tag for plant property should read "[Name of Activity] Plant Property" and have an identifying number comprised of the Unit Identification Code (UIC) plus a six-digit number. Only Class 3 Plant Property (office machines) exists in the NAVFACENGCOMHQ inventory.

PROPERTY. Real or personal property which is owned by, leased to, or acquired by the government under the terms of a contract.

PROPERTY PASSES. Property passes (NAVSUP Form 155, or equivalent) are required whenever any government-owned property is taken from government premises for temporary use elsewhere (e.g., laptop computers for use while employee is on temporary duty/travel). Designated Property Responsible Officers (PROs) may be authorized to issue property passes for the temporary (not to exceed 30 days) removal of property from government premises. Property passes for longer period of time must be issued by the Property Administrator. Property removed on a permanent basis must be documented using a DD Form 1149 and processed through the Property Administrator.

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PROPERTY ADMINISTRATOR. The Property Administrator is the individual who is assigned the overall responsibility for administering the property management for the command/activity. See Section III for the duties and responsibilities of the Property Administrator.

PROPERTY RESPONSIBLE OFFICER (PRO). The Property Responsible Officer(s) is that position (individually assigned in writing) identified in each organizational code, delegated with the responsibility and accountable for individual or group items of minor property. These PROs are responsible for the custody, care, and protection of property within their code/department. A letter of appointment for PRO is provided by the Commander/Vice Commander or Commanding Officer/Executive Officer.

PRODUCTIONS. Visual Information Productions are usually videotapes purchased for training purposes. Commercial off-the-shelf purchases and requests for new training films to be made are requested through the Major Claimant for Visual Information Management Office (MCVIMO) who is the property administrator. The MCVIMO may delegate authority for one time buys under \$100. (See OPNAVINST 5290.1A for additional information.) Tapes and films over \$100 must be tagged as minor property and accounted for in the property accounting database.

SOFTWARE. (See Information Technology (IT) and Federal Information Processing (FIP) Resources.)

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NAVFACINST 7320.3B-CH 1

SURVEY, MISSING, LOST, STOLEN, OR RECOVERED (MLSR). SECNAV Instruction 5500.4G prescribes specific policy and procedures for reporting MLSR government property to proper authority within the Department of the Navy. SECNAVINST 5500.4G, "Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property" dated 24 June 1993, is provided in Section VIII of this NAVFACENGCOM instruction.

SYSTEMS FURNITURE. Furniture which is characterized by inter-connecting panels that can have self-contained power and telecommunications. The panels also have work surfaces, shelves, files, keyboard holders, etc., attached. The idea of systems furniture is to provide more efficient utilization of space. Systems furniture does not have to be recorded in minor property accountability databases.

R

TELEPHONES. Telephones, facsimile machines, copiers, and other like equipment purchased become accountable property and must be included in the property inventory database. (See Information Technology (IT) and Federal Information Processing (FIP) Resources.)

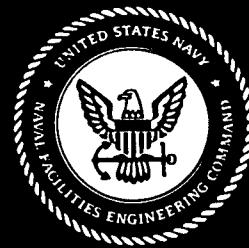
R

VISUAL INFORMATION EQUIPMENT. (aka Audio Visual Equipment) All visual information equipment is approved through the Major Claimant for visual information management office. Headquarters, NAVFACENGCOM is the major claimant for subordinate commands to NAVFACENGCOM. (See Navy Visual Information Management and Operations Manual (OPNAVINST 5290.1A) for the definition of visual information equipment.

Naval Facilities Engineering Command

200 Stovall Street
Alexandria, Virginia 22332-2300

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NAVFACINST 7320.3B



Procedures for **Property Management**

Enclosure (1)



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332 2300

IN REPLY REFER TO
NAVFACINST 7320.3B
4 May 1995

NAVFACENGCOM INSTRUCTION 7320.3B

From: Commander, Naval Facilities Engineering Command

Subj: MANAGEMENT OF PROPERTY

Ref: (a) NAVCOMPT Manual, Volume III, Chapter 6
(b) OPNAVINST 5530.14B, DON Physical Security and Loss Prevention

Encl: (1) NAVFACENGCOM Procedures Manual for the Management of Property

1. **PURPOSE.** To establish Naval Facilities Engineering Command (NAVFACENGCOM) policy, standards, responsibilities, and guidance for the management and accountability of property as required by references (a) and (b). Enclosure (1) defines responsibility and accountability for procedures at NAVFACENGCOM Headquarters, Engineering Field Divisions, Naval Engineering Support Center, and NAVFACENGCOM Shore Activities.

2. **CANCELLATION.** NAVFACINST 7320.3A and NAVFACINST 7320.4, Management of Minor Property for Naval Facilities Engineering Command Activities.

3. **BACKGROUND.**

(a) Government-owned [minor] property is receiving high visibility within the Department of Defense, the external audit agencies, and the Naval Criminal Investigative Service (NCIS) because of the increase in reported losses, total dollar value, and apparent internal control weaknesses in the management of minor property. The Chief of Naval Operations (CNO) advised that stolen computer equipment and peripherals within the Navy for CY 1989 through CY 1993 was in excess of \$1.1 million. The top 8 items were computers (CPUs, Laptops), printers, monitors, software, keyboards, disk drives, modems, and terminals.

(b) Although reference (a) specifically addresses the minimum internal controls necessary to safeguard government-owned property, the Command has become aware through special investigations, mini-fraud surveys, and command inspections that a weakness is currently present in the overall management of property.

4. **DISCUSSION.** Enclosure (1) to this instruction, "NAVFACENGCOM Procedures Manual for the Management of Property," provides policy, procedures, and guidance to effectively maintain an acceptable level of property management in line with the guidance provided in references (a) and (b). The forms provided in the manual may be reproduced for local use.

5. **RESPONSIBILITY.** Specific responsibilities for the management of government property at all NAVFACENGCOM Activities shall be assigned, in writing, to the incumbents of the positions of property administrator (PA), property responsible officer (PRO), and property custodian. However, **ALL personnel have a responsibility to ensure that government property entrusted to them is protected.** Accordingly, this factor will be evaluated during individual performance reviews.



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NAVFACINST 7320.3B

4 May 1995

6. POLICY AND ACTION

(a) Headquarters and field activities will initiate the action necessary to implement the policy and procedures provided in enclosure (1) to ensure the protection of government property. A separate local instruction is not necessary; however, a section in the NAVFACENGCOM Procedures Manual for Property Management (enclosure (1)) is reserved for local/field use to cover conditions that may be unique in conducting their business as it relates to property management.

(b) The responsibility and accountability for property management will be specifically assigned in writing to each department/code head as the property responsible officer for their area.

(c) The management of property will be a "*high interest*" item for Command Inspector General reviews.



R. L. MOELLER
Acting Vice Commander

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MANAGEMENT OF PROPERTY

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SECTION I

PROPERTY MANAGEMENT PROCESS FLOWCHARTS

Process Flowcharts for the Management of Minor Property

<u>Figure Number</u>	<u>Flowchart Title</u>
1.0	Property Life Cycle Flow Chart
1.1	Acquisition Process
4.0	Federal Information Processing (FIP) Approval Process
5.0	Visual Information (VI) Acquisition Process
6.0	Missing, Lost, Stolen or Recovered Process
7.0	Repair/Replacement Process
8.0	Excess Process for Non-FIP Resources
8.1	Excess Process for FIP Resources
8.1.1	Transfer Process for FIP Resources
8.1.2	Transfer Process (Final Disposition Outside the Command)

Property Life Cycle Flow Chart

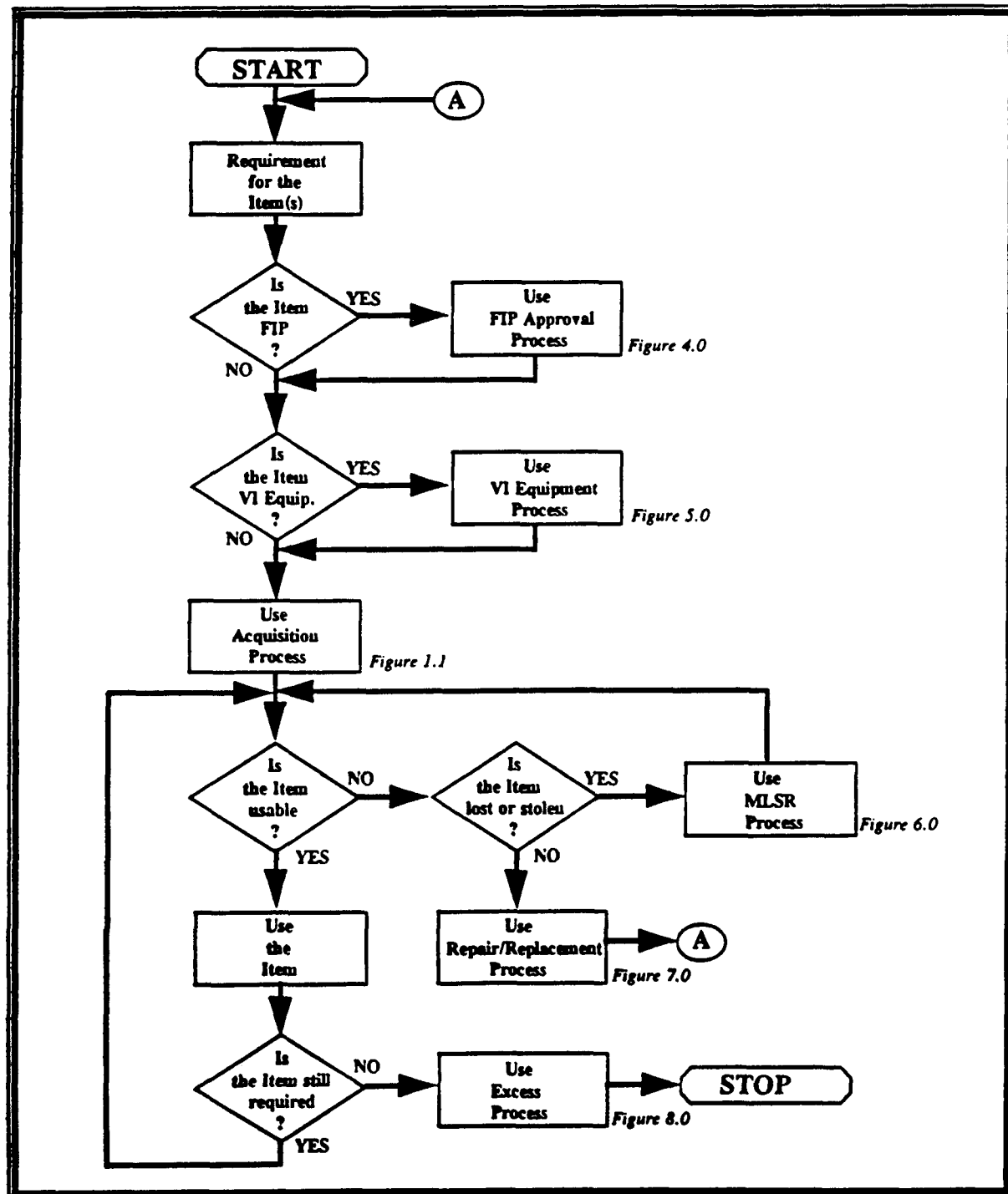


Figure 1.0

Acquisition Process

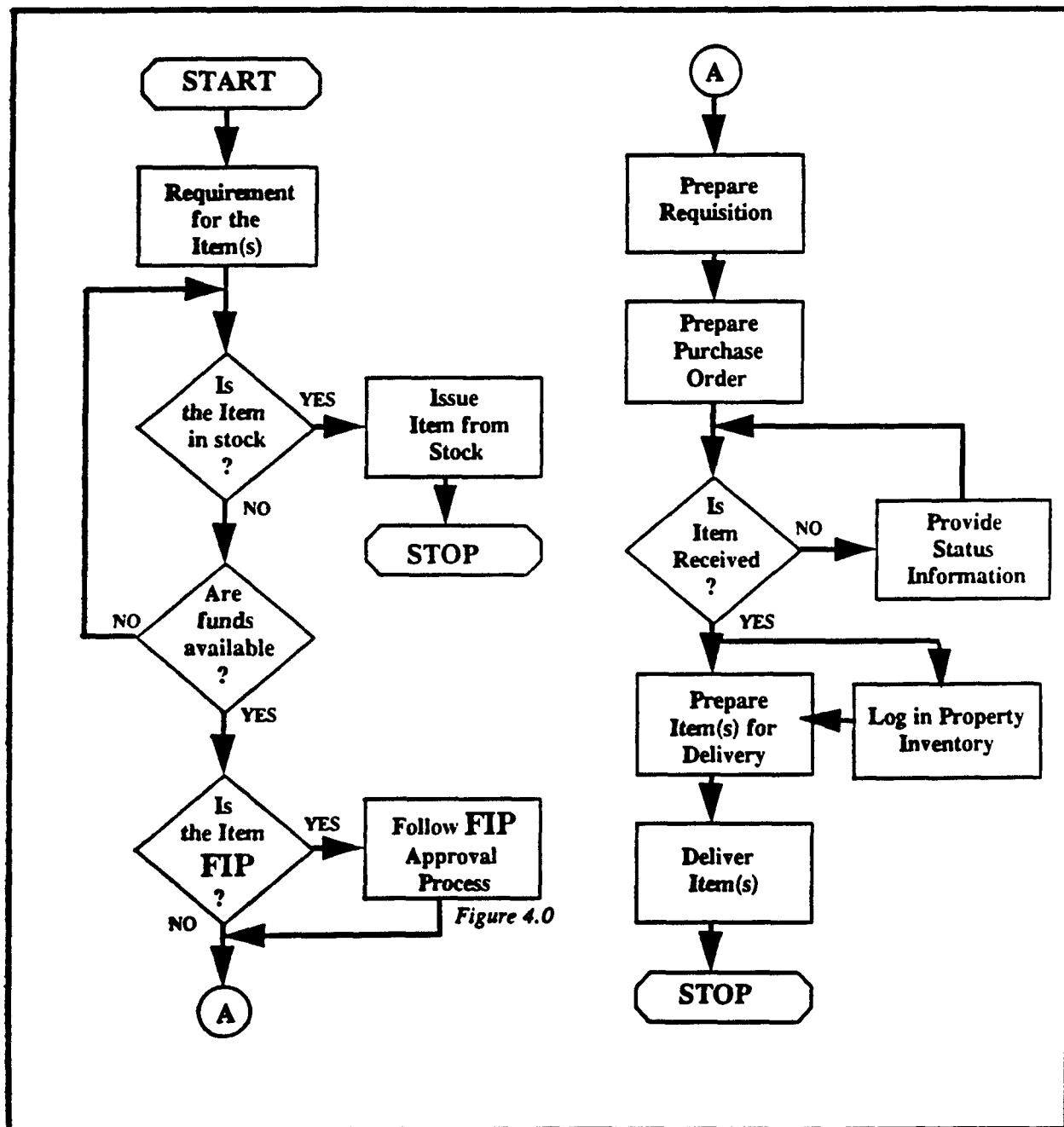


Figure 1.1

Federal Information Processing (FIP) Approval Process

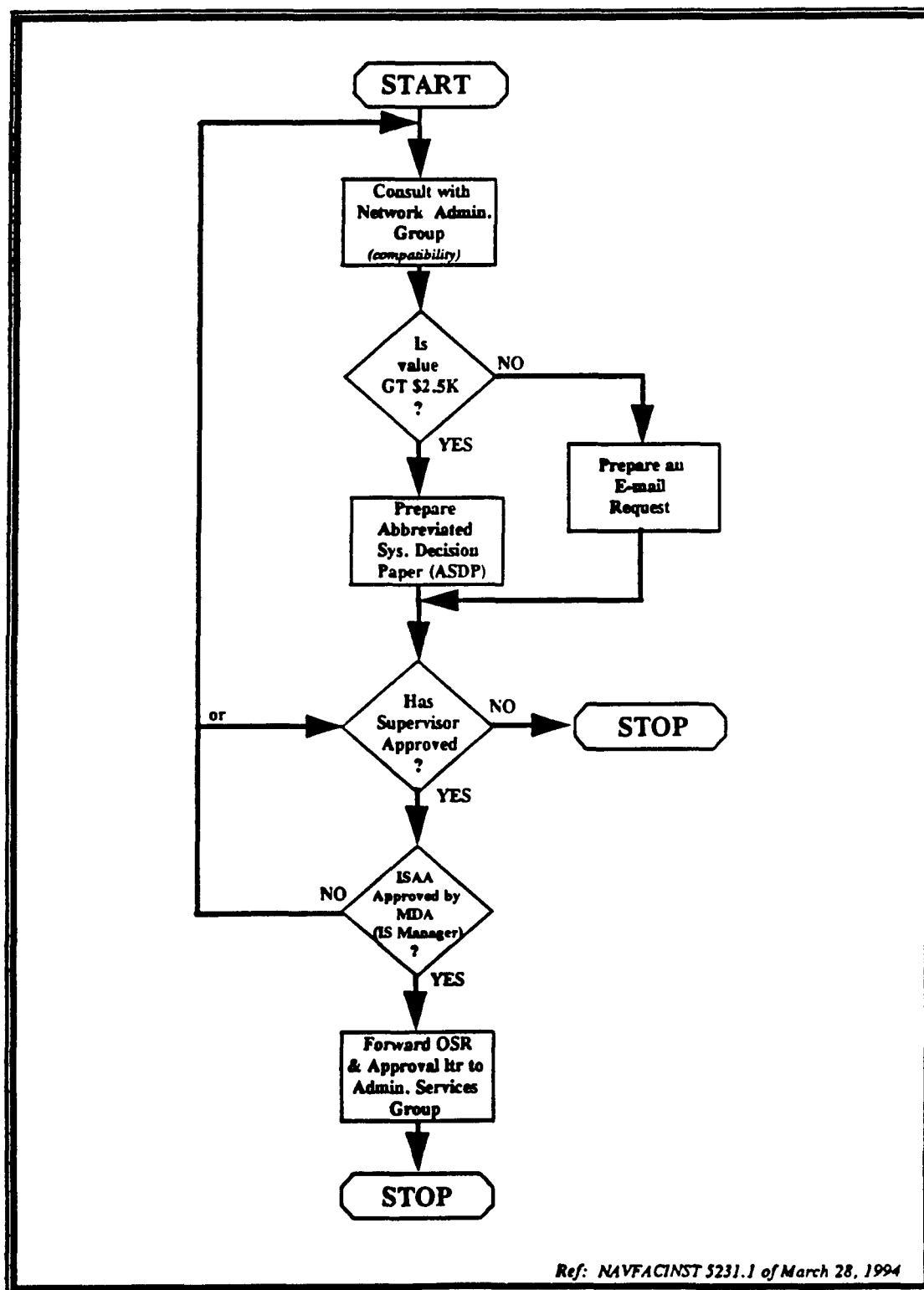
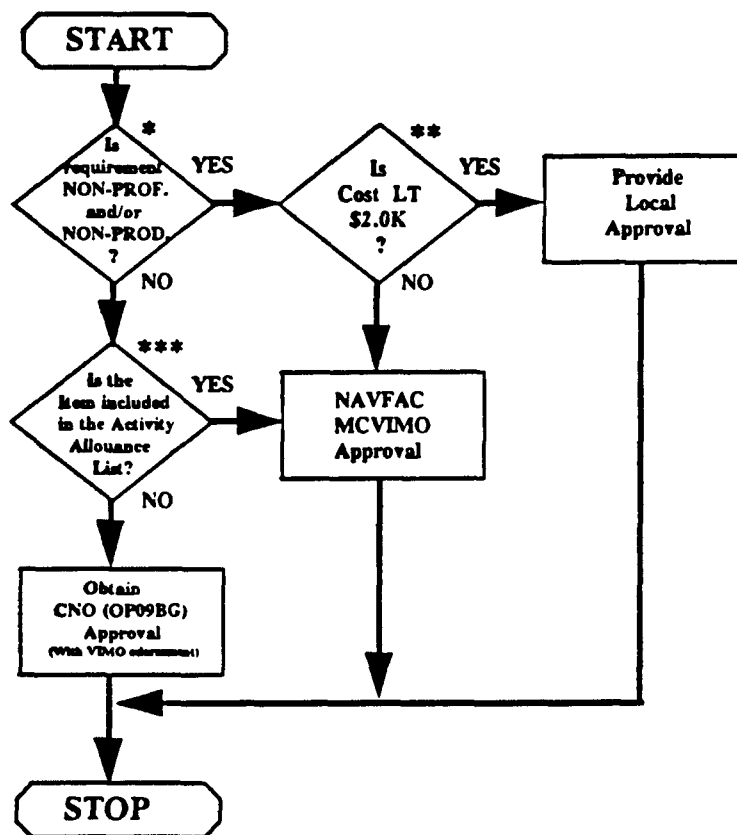


Figure 4.0

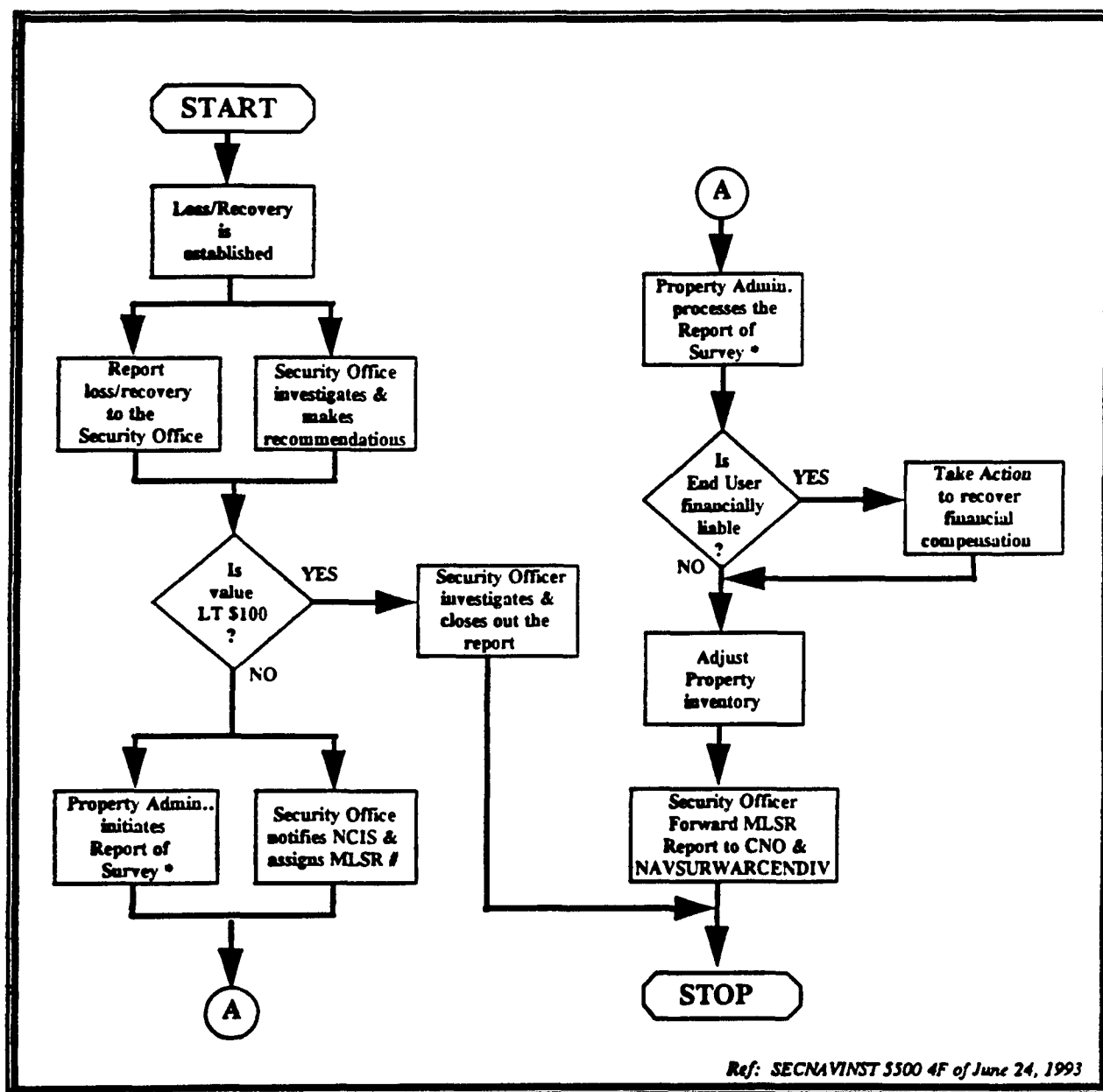
Visual Information (VI) Acquisition Process



- * = Determine if the requirement is Non- Professional or Non-Production.
- ** = If the item is a camera, projector, etc. costing Less Than \$1,000 or if the item is a video camera/recorder costing Less Than \$2,000 no special approval is required.
- *** = Use the the Allowance List to make this determination.

Figure 5.0

Accountable Property Missing, Lost, Stolen or Recovered (MLSR) Property Process



* = MLSR Report becomes DD Form 200 (Financial Liability Investigation of Property Loss, formerly referred to as the Report of Survey).

Figure 6.0

Repair/Replacement Process

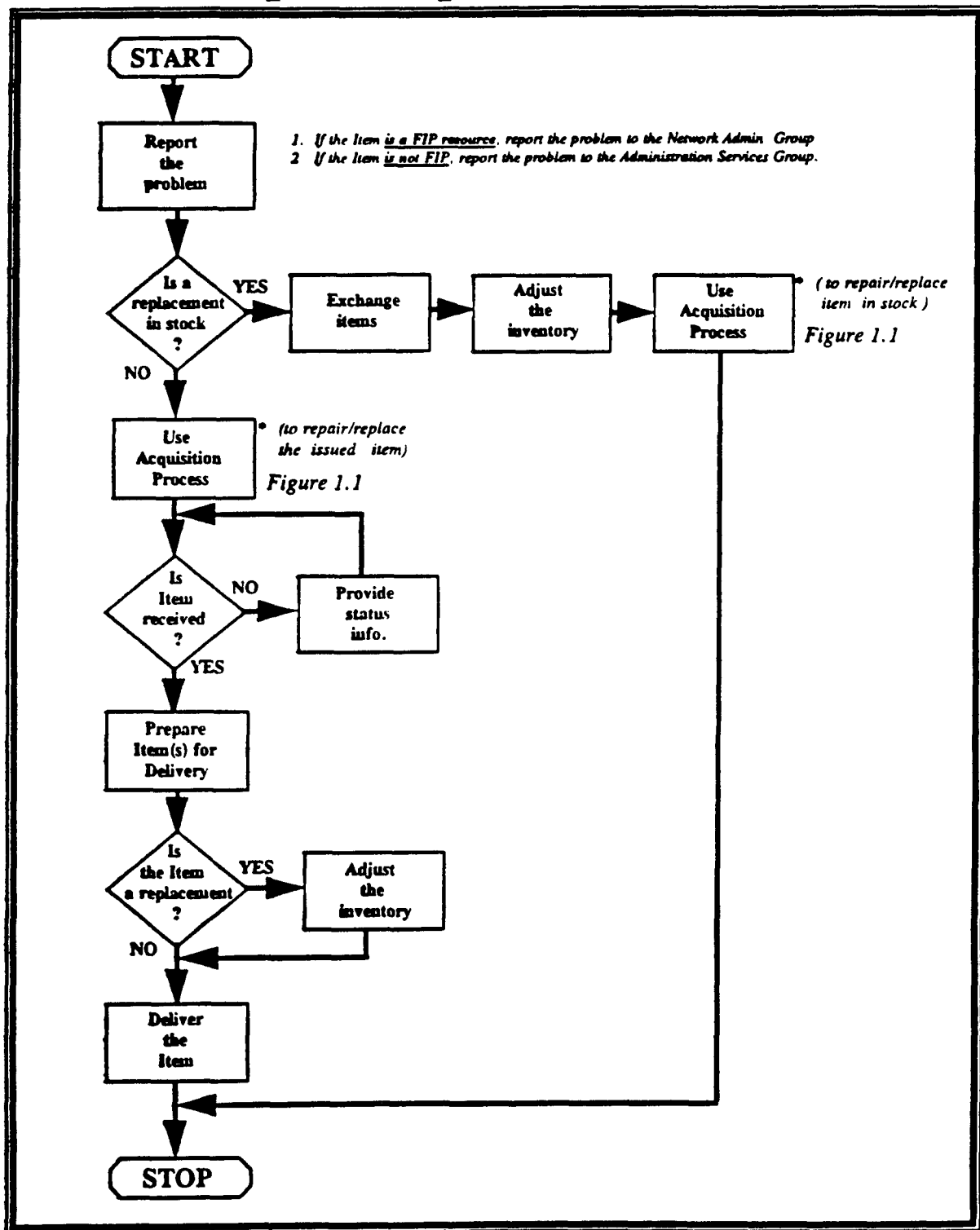


Figure 7.0

Excess Process

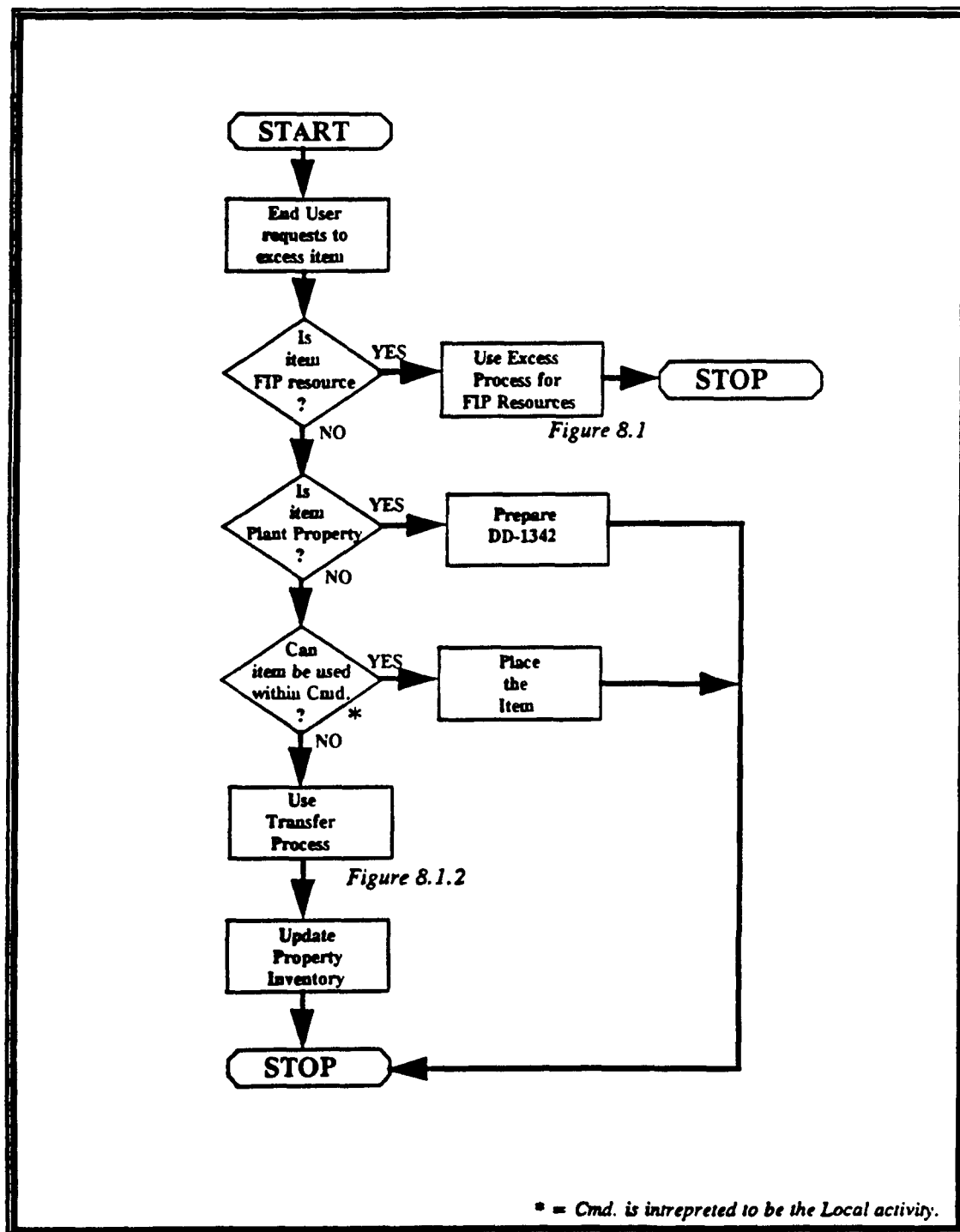


Figure 8.0

Excess Process for FIP Resources

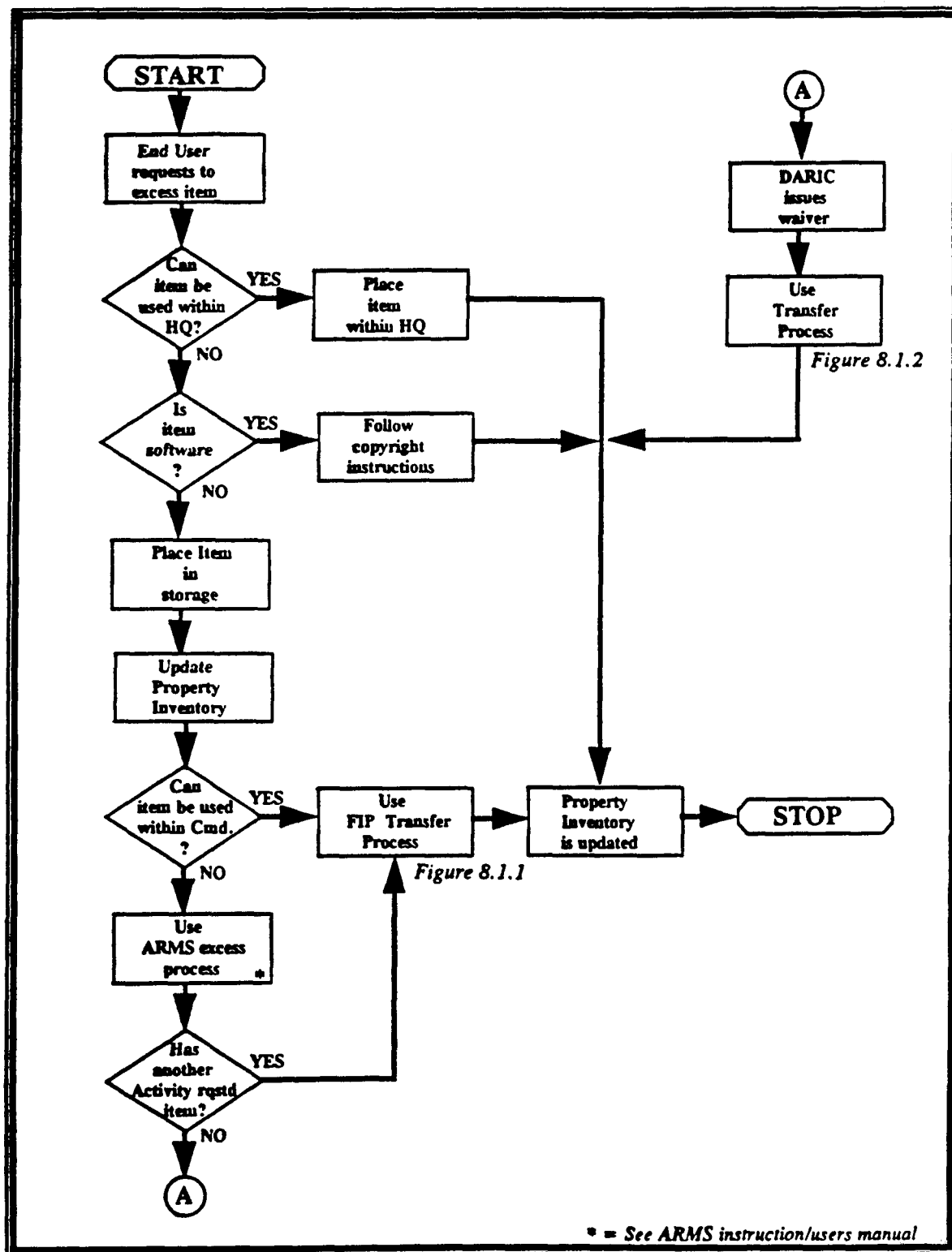


Figure 8.1

FIP Transfer Process

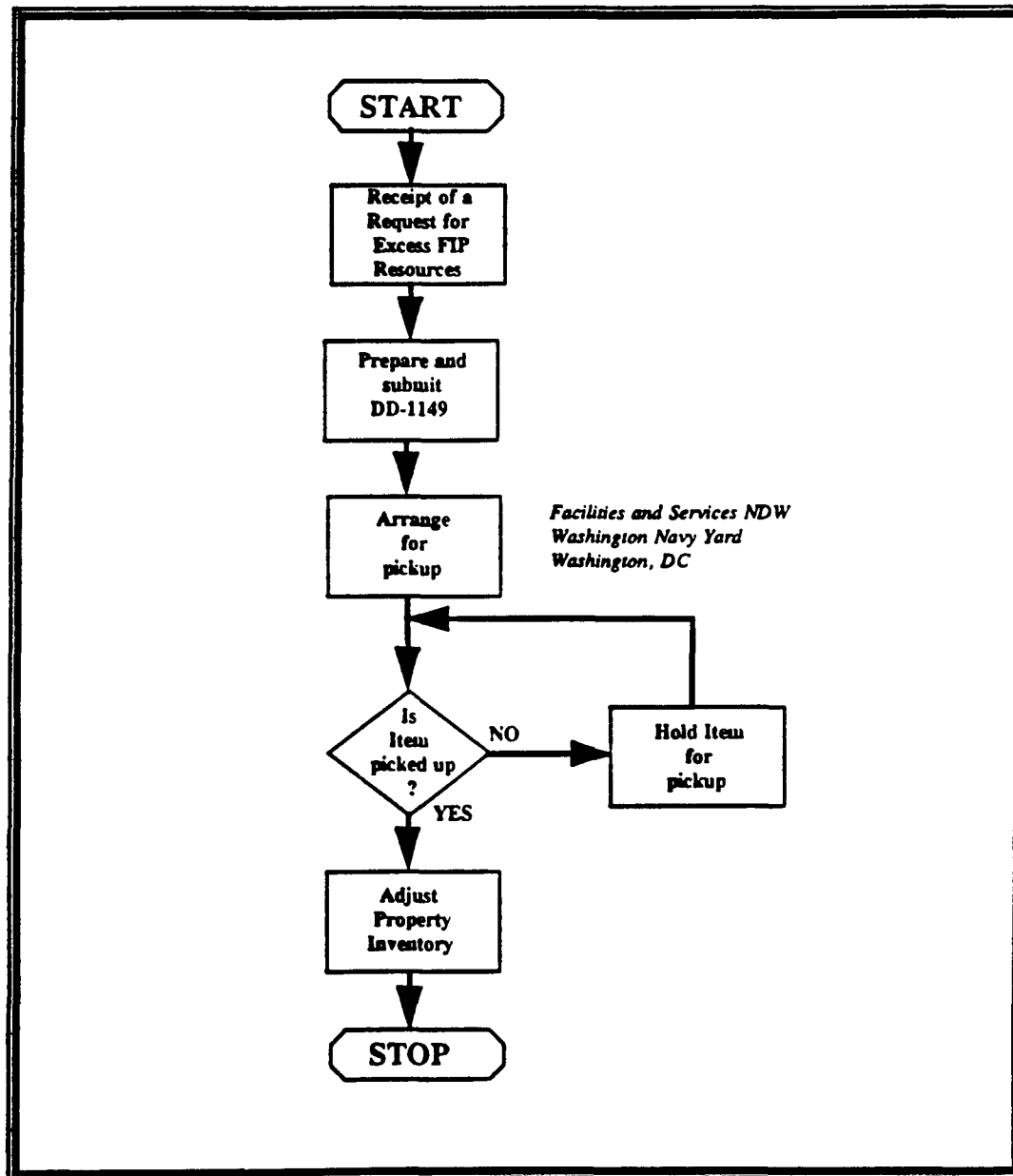


Figure 8.1.1

Transfer Process

(Final Disposition Outside the Command)

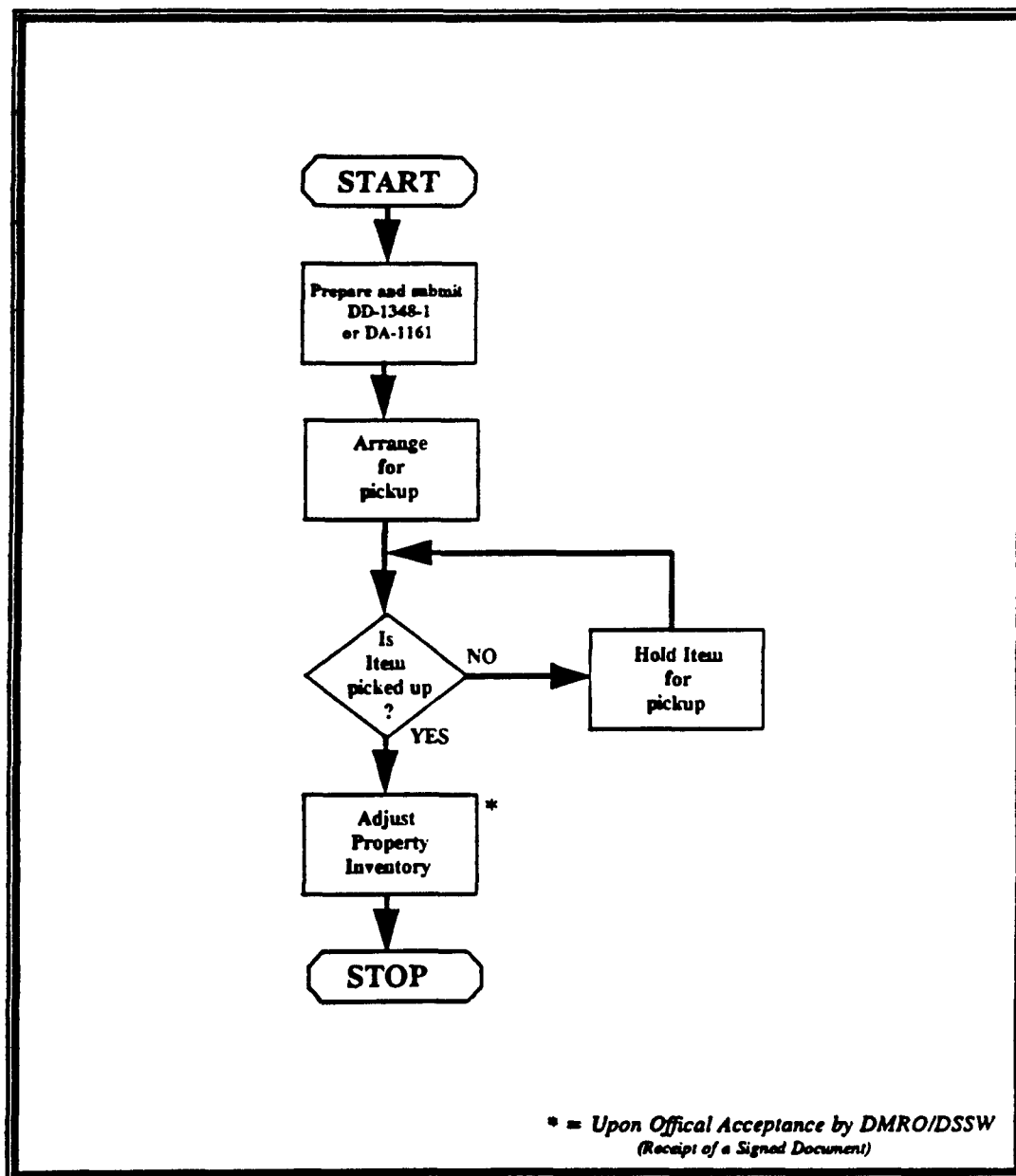


Figure 8.1.2

SECTION II

DEFINITIONS AND TERMS

Note: *Includes some policy and guidance not addressed in other sections of the instruction.*

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HARDWARE. (See Federal Information Processing (FIP) Resources)

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MINOR PROPERTY. Minor property is defined as Navy-owned personal property acquired for immediate use and having a unit cost of less than the investment/expense funding threshold used by Congress for appropriating funds; and those personal property items having an acquisition cost equal to or greater than the investment/expense funding threshold used by Congress for appropriating funds but with a useful life of less than two years.¹ Activity minor property accountability databases will include "*as a minimum*": (a) all minor property costing \$300 to less than the funding threshold established by Congress; specifically including furniture, fixtures, office and industrial labor saving devices and equipment; (b) all minor property which is considered to be classified or sensitive; (c) all pilferable minor property costing \$100

¹NAVCOMPT Manual, Volume 3, Chapter 6, Part D.

to less than the threshold established by Congress. (NAVCOMPT Manual Volume 3, Chapter 6, Part D provides explicit definitions, instructions, and specific dollar thresholds.) The minor property bar code number is a 4-digit alpha-numeric code.

MODEM. (See Federal Information Processing (FIP) Resources)

NON-ACCOUNTABLE PROPERTY. Government property expendable or non-expendable, which by definition should not be made accountable by identifying number but, as government property, should be safeguarded by whatever method deemed necessary and reasonable.

NON-ACCOUNTABLE TAGS. Generally a 3/4" x 2-1/2" white tag with blue lettering imprinted "U.S. Navy Property, (name of activity)." The purpose of the tag is to indicate government-owned property not accountable in the property accounting database but will act as a deterrent to theft.

NON-EXPENDABLE PROPERTY. All plant equipment and all minor property is non-expendable property. Non-expendable property is an item of personal property that retains its identity throughout its useful life and has a dollar value high enough to warrant maintenance of item accountability.

PERIPHERAL EQUIPMENT. (See Federal Information Processing (FIP) Resources)

PERSONAL COMPUTERS (PCs). (See Federal Information Processing (FIP) Resources)

PERSONAL PROPERTY. Personal property is all property other than real property (land) or building service equipment. (Note: Personal property by government definition is not privately/employee-owned property.)

PHYSICAL INVENTORY. A physical inventory is the actual sighting of all plant and minor property by personnel independent of the responsible property officer or property administrator accountable for individual items or records. NAVCOMPT Manual requires, as a minimum, a triennial inventory of plant property and encourages activities to conduct the minor property inventory concurrently with the triennial inventory. (Note: NAVFACENGCOM strongly recommends that an annual inventory be conducted by the Property Responsible Officer and reconciled with the Property Administrator's records.)

PILFERABLE PROPERTY. Pilferable property is any property that is easily transportable or concealable, having a ready resale value or application for personal use and therefore subject to theft. Examples of pilferable items include but are not limited to: Calculators, typewriters, cameras, binoculars, communication devices, audio-visual equipment, computer equipment (modems, laptop computers, printers, software, etc.), general purpose shop equipment, portable power tools, hand tools, and test equipment.

PLANT AND MINOR PROPERTY (PMP) ACCOUNTING SYSTEM DATABASE. The central database containing ALL property records for the command/activity. The Property Administrator and the Assistant Property Administrator are the only individuals with unrestricted access to the database to prevent unauthorized changes and entries. Property Responsible Officers and their custodian may have passwords issued for special access to receive such items as a printout of generic reports and uploading of scanned property files in order to obtain discrepancy reports.

PLANT PROPERTY. Plant property is accountable property with a value over the investment/expense funding threshold used by Congress for appropriating funds. As an asset, plant property must be reported to the Defense Finance and Accounting Service (DFAS). The bar code label or identification tag for plant property should read "[Name of Activity] Plant Property" and have an

identifying number comprised of the Unit Identification Code (UIC) plus a six-digit number. Only Class 3 Plant Property (office machines) exists in the NAVFACENGCOMHQ inventory.

PROPERTY. Real or personal property which is owned by, leased to, or acquired by the government under the terms of a contract.

PROPERTY PASSES. Property passes (NAVSUP Form 155, or equivalent) are required whenever any government-owned property is taken from government premises for temporary use elsewhere (e.g., laptop computers for use while employee is on temporary duty/travel).

PROPERTY ADMINISTRATOR. The Property Administrator is the individual who is assigned the overall responsibility for administering the property management for the command/activity. See Section III for the duties and responsibilities of the Property Administrator.

PROPERTY RESPONSIBLE OFFICER (PRO). The property responsible officer(s) is that position (individually assigned in writing) identified in each organizational code, delegated with the responsibility and accountable for individual or group items of minor property. These PROs are responsible for the custody, care, and protection of property within their code/department. A letter of appointment for PRO is provided by the Commander/Vice Commander or Commanding Officer/Executive Officer.

PRODUCTIONS. Visual Information Productions are usually videotapes purchased for training purposes. Commercial off-the-shelf purchases and requests for new training films to be made are requested through the Major Claimant for Visual Information Management Office (MCVIMO) who is the property administrator. The MCVIMO may delegate authority for one time buys under \$100. (See OPNAV Inst 5290.1A for additional information.) Tapes and films over \$100 must be tagged as minor property and accounted for in the property accounting database.

SOFTWARE. (See Federal Information Processing (FIP) Resources)

SURVEY, MISSING, LOST, STOLEN, OR RECOVERED (MLSR). SECNAV Instruction 5500.4G prescribes specific policy and procedures for reporting MLSR government property to proper authority within the Department of the Navy. SECNAVINST 5500.4G, "Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property" dated 24 June 1993, is provided in Section VIII of this NAVFACENGCOM instruction.

SYSTEMS FURNITURE. Furniture which is characterized by inter-connecting panels that can have self-contained power and telecommunications. The panels also have work surfaces, shelves, files, keyboard holders, etc., attached. The idea of systems furniture is to provide more efficient utilization of space. Systems furniture will be accountable as a "bulk purchase" with supporting documentation (e.g., purchase order or delivery invoice) that identifies the pieces that make up the systems furniture. Under the bar code inventory method, a single bar code tag number may be attached to the systems furniture for physical inventory purposes. Under the manual inventory method a single tag number may be attached identifying specific groups of the furniture (i.e., work surfaces, wall units, shelves, cabinets, etc.)

TELEPHONES. Telephones, facsimile machines, copiers, and other like equipment purchased become accountable property and must be included in the property inventory database. (See Federal Information Processing (FIP) Resources)

VISUAL INFORMATION EQUIPMENT. (aka Audio Visual Equipment) All visual information equipment is approved through the Major Claimant for visual information management office. Headquarters, NAVFACENGCOM is the major

claimant for subordinate commands to NAVFACENGCOM. (See Navy Visual Information Management and Operations Manual (OPNAV Inst 5290.1a) for the definition of visual information equipment.

SECTION III

RESPONSIBILITY AND ACCOUNTABILITY

- **Accountability for Assigned Property**
- **Accountability for Overall Management of Property**
- **Accountability for Privately-Owned Property**
- **Responsibility of Departing/Reassigned Personnel**
- **Responsibility of Personnel to Report MLS**

SECTION III - RESPONSIBILITY AND ACCOUNTABILITY

Accountability for property provided/assigned to departments/codes. A single Property Responsible Officer (PRO), the head of each major department/code (e.g., Comptroller, Contracting, Housing) will be appointed in writing by the Commander/Commanding Officer; Vice Commander/Executive Officer. [Appointment letter is provided in Section IX] Duties will include:

- (1) Accounting for the location of all property assigned to their department/code.
- (2) Reporting all changes in property accountability to the Property Administrator within the timeframe established (number of working days) by the command/activity.
- (3) Ensuring all excess property is promptly turned into the Property Administrator and the condition of the property annotated.
- (4) Ensuring all requisitions for property are coordinated with the Property Administrator to determine availability of excess property that can be used in lieu of the purchase of new equipment, furniture, or fixtures.
- (5) Ensuring an annual physical inventory of all minor property and the inventory is reconciled with the previous inventory report, purchases, and disposals. Results of inventory will be provided to the Property Administrator.
- (6) Ensuring prompt action in the reporting of missing, lost, stolen, or recovered property to the Property Administrator and the Security Officer.
- (7) Delegating, as appropriate, day-to-day administration of property management to a competent individual within the department (code) and providing the selectee with the personal support required to ensure his/her ability to successfully carry out the assigned duties.

Accountability for the overall management of government-owned plant and minor property. A Property Administrator will be appointed in writing by the Commander/Commanding Officer or the Vice Commander/Executive Officer. Duties assigned to the Property Administrator will include:

- (1) Maintaining and/or administering the property management system through an acceptable database that contains as a minimum the requirements addressed in NAVCOMPT Manual Volume 3, Chapter 6.
- (2) Ensure a triennial inventory is scheduled in accordance with NAVCOMPT Manual Volume 3, reconcile the results of the inventory with the master property records, and initiate necessary action to investigate all missing or suspected lost, stolen, or recovered property.
- (3) Ensure all acquired property is tagged and identified (e.g., bar coded) as Property of the U.S. Navy upon receipt from the vendor or other sources (e.g., other Navy activities, DRMO, etc.)
- (4) Ensure all property actions (receipt, transfers, disposals) are promptly recorded in the master property accounting data base.
- (5) Provide PROs inventory printouts or the means to obtain a printout of the property assigned to them not less often than once during the fiscal year.
- (6) Periodically publish information pertaining to the management of government-owned property, changes affecting the funding thresholds for property, etc.
- (7) Ensure all pilferable property is clearly identified as Property of the U.S. Navy, (Activity).
- (8) Provide training for PROs and their delegated property custodians.
- (9) Maintain records of all leased equipment and ensure maintenance of leased equipment is in accordance with the specifications/lease agreements.
- (10) Ensuring the NAVCOMPT Manual required quarterly and triennial reconciliations between the using Activity and the formal fiscal office take place in a timely manner. (Refer to NAVCOMPT pars. 036202-3, 036208-1.1, 036208.5 and 036520-1.)

Accountability for Privately-owned Property. Employee-owned property may be authorized at the discretion of the employee's supervisor. All such property will be clearly identified when brought onto government premises as "Personal Property of (Employee's Name)." Privately-owned property should be registered with the Security Officer. Theft of such property is reportable to the command's security officer. Only personal property that is required (e.g., mechanics tool sets) as addressed in the employee's position description is subject to reimbursement in the case of theft.

Departing or Reassigned Personnel. All departing or reassigned personnel will ensure that the PRO/PRO custodian is notified of the date for departure. The PRO/PRO custodian will inventory the property assigned to the departing individual. Any discrepancies will be researched prior to official release of the individual. Losses will be reported to the property administrator and the security officer for further action.

Reporting missing, lost, stolen, or recovered (MLSR) property. Employees are responsible to ensure that any property that is missing, presumed to be lost or stolen, and property found is promptly reported to the property responsible officer or his/her custodian. The PRO is responsible to advise the property administrator and the security officer of any MLSR so immediate action can be initiated to conduct a report of survey or investigation. The security officer is responsible for notifying local authorities and the Naval Criminal Investigative Service (NCIS).

SECTION IV **MANAGEMENT AND ACCOUNTABILITY** **OF** **INFORMATION RESOURCES**

- **Flow Chart (Figure 4.0)**
- **NAVFACINST 5231.1**
- **FIRMR Part 201-4.001, page 4-2 (definitions)**
(Excerpt FIRMR, Amendment 1, October 1990)
- **Definitions and Examples for FIP Resources**
(Excerpt FIRMR Bulletin A-1, Attachment A)

Federal Information Processing (FIP) Approval Process

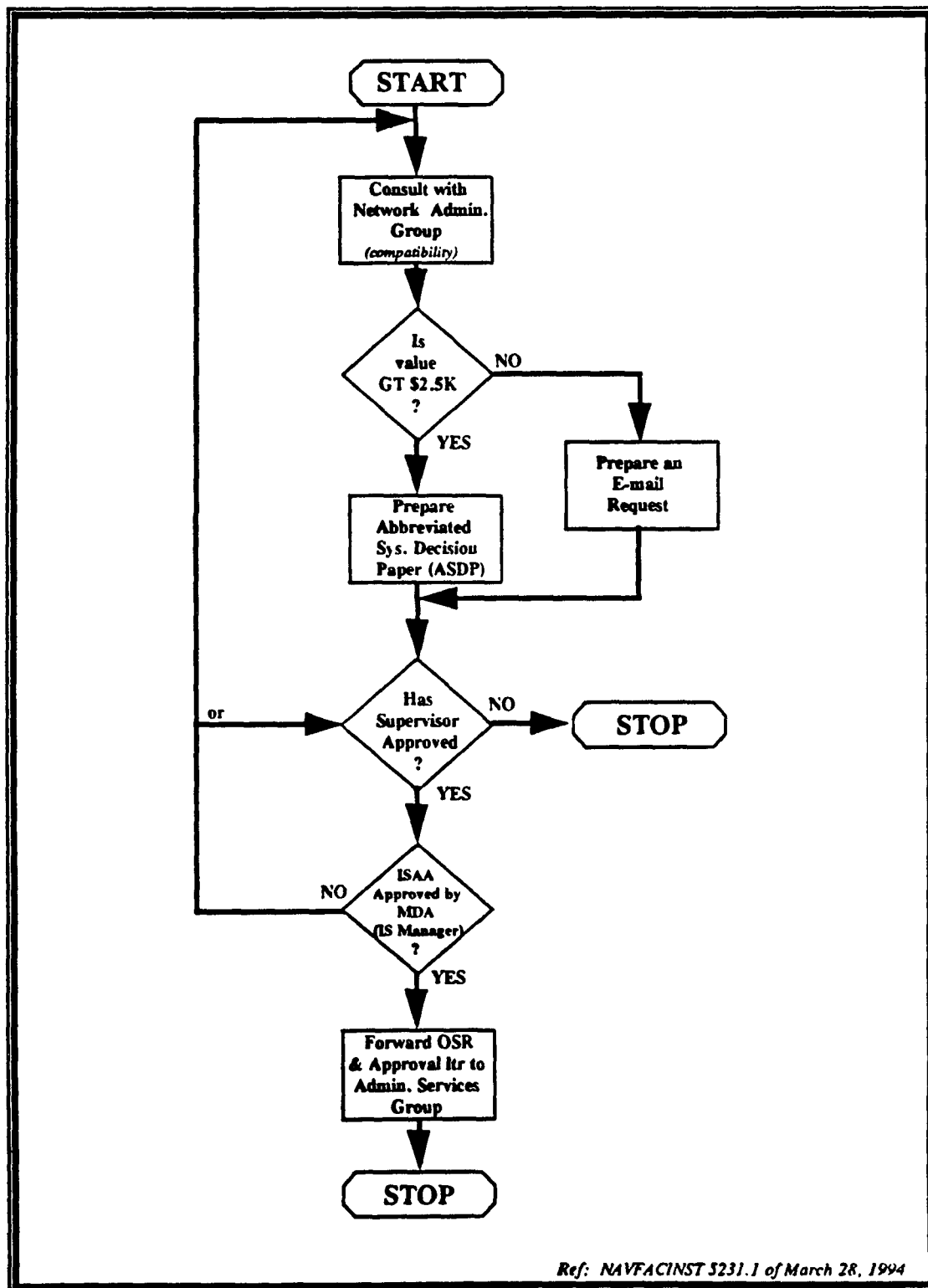


Figure 4.0



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332-2300

IN REPLY REF TO
NAVFACINST 5231.1
FAC 9112

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NAVFAC INSTRUCTION 5231.1

From: Commander, Naval Facilities Engineering Command

Subj: LIFE CYCLE MANAGEMENT (LCM) POLICY AND APPROVAL REQUIREMENTS FOR INFORMATION SYSTEM PROJECTS

Ref: (a) SECNAVINST 5231.1C of 10 July 1992, same subj:
(b) Federal Information Resources Management Regulation (FIRM) Chapter 201, Subtitle E - Federal Information Resources Management Regulations System, Title 41 - Public Contracts and Property Management, Code of Federal Regulations (CFR) of January 1994

Encl: (1) Abbreviated System Decision Paper (ASDP) Format

1. **Purpose.** To implement policy defined in reference (a) and to define and delegate Information Systems Approval Authority (ISAA) for the NAVFACENGCOM. This instruction supplements reference (a); use reference (a) for procedural guidance.

2. **Cancellation.** NAVFACINST 5236.3 of 27 August 1985, NAVFAC 011 Memorandum 5230 Ser: 00579 of 31 July 1992, enclosure (2) of NAVFACINST 5200.23D of 9 October 1986, NAVFAC 911 Memorandum 5271 Ser: 940011 of February 25, 1994, and COMNAVFACENGCOM letter 5230 Ser: 940009 of February 24, 1994.

3. **Background.** The Department of Navy (DON) has updated its Information System Life Cycle Management (LCM) policy. NAVFACENGCOM's Information System/Information Resource Management (IS/IRM) policy is changing to accommodate Department of Defense (DOD) and DON policy changes. NAVFACENGCOM will address policy issues as they are addressed at the higher level. The Command's policy will be defined in individual instructions vice a single large instruction.

The following are salient points of the Information System LCM policy:

a. LCM will be used for acquiring, managing, and using Information Resources (IR) in a cost-effective manner throughout the entire life of an information system.

b. Reference (a) defines a six-phase LCM process. The full six-phase process applies to large IS projects (estimated costs greater than \$1 million). For IS projects with an estimated cost less than \$1 million, the six LCM phases are consolidated into a single phase or system decision documented by an Abbreviated System Decision Paper (ASDP). The ASDP format is provided in enclosure (1) of this instruction.

c. The inclusion of voice communications under NAVFACENGCOM IS management, ISAA and LCM reflects the changes in references (a) and (b). These changes are appropriate due to the convergence of computing and communications technologies, the evolution of voice communication from analog technology to digital technology, and the emerging integration of multiple media with desktop computing and communication. Integrated management, coordination, and approval is meant to facilitate cost-effective conversion to new technologies as opportunities arise and to avoid duplicated costs and capabilities.

4. **Goal.** The NAVFACENGCOM's information resources management goal is to support the Command's mission by ensuring that timely and appropriate information is available for decision making by the systems' users, as defined

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by the COMNAVFAENGCOM Functional Managers. This is done by establishing policy and providing guidance to ensure the acquisition, development, and operation of information resources is timely and cost effective.

5. **Applicability.** The applicability of this instruction is the same as reference (a) except that it is limited to the NAVFAENGCOM claimancy.

6. **Policy.** NAVFAENGCOM policy is to use Life Cycle Management (LCM) review and approval procedures to ensure that all Information Resource (IR) expenditures are based on the total anticipated benefits of the new/modernized information system, or the continued operation of an existing information system. The following specific guidance amplifies DON's overall policy and supplements DOD Directives, Federal Acquisition Regulation (FAR), DOD supplement to the FAR (DFAR), and the Federal Information Resources Management Regulations (reference (b)), henceforth referred to as the FIRMR):

a. All Federal Information Processing (FIP) resources to which the FIRMR applies (i.e. all FIP except those FIP resources which are exempt, embedded, or incidental as defined by the FIRMR), whether acquired via contractor or directly by DOD, must be covered by LCM documentation and must be approved by the appropriate IS Milestone Decision Authority (MDA) prior to procurement. The MDA for each IS project serves as the LCM approval authority for all actions within the scope of the project. Figure 1 illustrates COMNAVFAENGCOM IS thresholds and the corresponding MDA for each threshold.

Organizational Element	ISAA (Threshold)	IS Milestone Decision Authority (MDA)
COMNAVFAENGCOM	\$2.5M	Code 911
Echelon 3 EFDs PWCs CBCs NFESC	\$250K	Single Local IS Manager
Echelon 4 Activities (e.g. EFAs)	As delegated by the cognizant Echelon 3 Activity	Single Local IS Manager
FACSO	\$250K	Appointed by COMNAVFAENGCOM

Figure 1

FIP resources include items such as ADP hardware/equipment (bought or rented), software, services, support services, maintenance, related supplies, and voice communication equipment. The FIRMR provides comprehensive definitions.

b. All IT projects, project actions, and associated Information Resources (IR) require LCM approval at each milestone from the applicable IS MDA. The NAVFAENGCOM IS MDA is the NAVFAENGCOMHQ Director of Information Systems (Code 911), who has IS MDA approval authority for projects with value

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equal to or less than \$2.5 million. Under the DON Life Cycle Management MDA, there are provisions for SECNAV to delegate approval authority to NAVFACENGCOM for projects with values up to \$50 million. ("Value" is defined as "Program Costs" in enclosure (1) of reference (a)).

c. MDAs of the Public Works Centers (PWCs), Construction Battalion Centers (CBCs), echelon 3 Engineering Field Divisions (EFDs), Naval Facilities Engineering Service Center (NFESC) and Facilities Systems Office (FACSO) are delegated a local ISAA of \$250,000. These activities may delegate a portion or all of this authority to subordinate echelon 4 activities that have appropriate staff to fulfill the local Information System manager responsibilities listed in paragraph 7.g. NAVFACENGCOM must be notified when redelegations are made. The ISAA (threshold) for the PWCs, CBCs, NFESC, FACSO, and echelon 3 EFDs may be adjusted by NAVFACENGCOMHQ. Requests for an increase shall be submitted with justification for the exception(s) to NAVFACENGCOMHQ and will be reviewed on a case by case basis.

d. Requests for IT resources must not be divided or fragmented to reduce LCM documentation requirements. The amount of LCM documentation needs to be commensurate with the value of the acquisition. For example, a request for a hardware item with a value of \$500 does not require a detailed economic analysis report; however, a request for 10 personal computers with a value of \$20,000 should contain enough economic analysis to adequately determine the return on investment.

e. IS MDAs may determine the format for requesting IT resources with a purchase value of \$2,500 or less.

f. Non-competitive acquisitions of FIP resources are within the LCM approval authority of the MDA; however, they are strongly discouraged. This approval authority includes the use of General Services Administration (GSA) schedules when the procedures of the FIRM are followed. Only the Contracting Officer makes a final determination as to whether an acquisition is sole source in nature, thus requiring a Justification and Approval (J & A).

g. IS MDAs may approve lease acquisitions up to equivalent purchase price. FIP equipment leases, including new leases and lease renewals, with an equivalent purchase value of greater than \$150,000 require a special interest LCM approval from Commander, Naval Information System Management Center (NISMC), via NAVFACENGCOMHQ (Code 911). Requests for lease approval must provide adequate lead time for approval processing, purchase option execution, or contract modification to permit purchase, in case the lease is disapproved. Additional key points on the leasing of FIP equipment follow; however, for more detailed guidance, consult enclosures (3) and (5) of reference (a). New leases or renewals of existing leases must be based on an analysis of the purchase costs versus the lease costs and must clearly establish the economic benefit of a lease over that of purchase. A lack of available purchase funds is not an acceptable justification for the lease of FIP equipment.

h. The two Facilities CAD-2 contracts are Navy requirements contracts; therefore, all requirements for Computer-Aided Design and Drafting, Geographic Information Systems, and/or Computer-Aided Facilities Management (CADD/GIS/CAFM) systems to support the planning, design, construction, operation, maintenance and/or repair of Navy facilities will be satisfied using Facilities CAD-2 contract vehicles. The appropriate MDA may grant exceptions consistent with the contract provisions on a case by case basis, and will notify NAVFACENGCOMHQ (Code 911) when exceptions are made. CADD/GIS/CAFM requirements will be coordinated with and endorsed by the activity Facilities CAD2 Implementation Team.

i. The acquisition of all IT resources must be programmed, budgeted and executed in accordance with current NAVFACENGCOM and NAVCOMPT policy.

j. The Command's Communication Network, encompassing all Command-wide telecommunication network services, is managed by NAVFACENGCOMHQ Code 911 and is administered by the Facilities System Office (FACSO).

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7. Action and Responsibility.

a. COMNAVFACENGCOM Code 911, as the Command's IS Milestone Decision Authority (MDA), will:

(1) Oversee Command Information Resources Management and promote the implementation of the LCM discipline for all IS initiatives.

(2) Provide IS Milestone Decision Authority (MDA) levels for NAVFACENGCOM's delegated authority and delegate IS MDA to echelon 3 activities.

(3) Provide technical advice, assistance, and oversight to COMNAVFACENGCOM Functional Managers and subordinate field activities for all aspects of Information Systems LCM and Information Resources Management (IRM).

(4) Review and, when appropriate, endorse special-interest (lease) acquisitions to COMNISMCM as outlined in reference (a).

(5) Coordinate all COMNAVFACENGCOM requirements for GSA Agency Procurement Requests, Warner Exemptions to the Brooks Act and other similar requirements with higher level DON offices, as appropriate.

(6) Coordinate all COMNAVFACENGCOM responses to inquiries from higher authority concerning past and planned acquisitions from DON and/or DOD-wide umbrella or Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts.

(7) Ensure availability of information systems security technical advice and assistance to NAVFACENGCOM activities for implementing controlled access protection, preparing security plans, engineering technical support, configuring system security features, and employing security procedures.

(8) Verify that resources used for the acquisition of FIP resources are properly reported in Information Technology (IT) Budget Exhibits.

(9) Approve IS projects within the scope of the delegated ISAA. Maintain appropriate records of IS approval actions for inspection and audit. Coordinate the review of IS projects forwarded to NAVFACENGCOMHQ with the cognizant Functional Manager.

(10) Provide Command WAN standards and policy based upon coordinated efforts of the NAVFACENGCOMHQ Information Center, the FACSO Information Center and field LAN administrators.

b. COMNAVFACENGCOM Inspector General (Code 00G) reviews Information System Life Cycle Management and Information System Security posture during all inspections. Results of these reviews are submitted to DASN(C4I/EW/Space)/Assistant Secretary of the Navy (RD&A) as appropriate.

c. COMNAVFACENGCOM Network Administrator. FACSO, in its role as the COMNAVFACENGCOM Network Administrator (which encompasses all Command-wide telecommunication network services, including mainframe access, electronic mail, and other services as they develop), will:

(1) Assist in the development of COMNAVFACENGCOM Code 911 approved standards (including but not limited to naming conventions, attributes, and network addresses) and distribute and enforce them as applicable to the network communications environment.

(2) Develop and maintain a rolling three year plan for integration of future business requirements and technologies as they relate to the network.

(3) Provide direction on the Command's network communications configuration management and documentation. Coordinate the Command's network

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backbone design and improvement efforts. The scope includes the communications infrastructure, topology, connectivity, Network Operating System/Communication Processing Operating System (NOS/COS), bridges and gateways. Plan and execute NOS/COS installations and upgrades; work with the field IS Managers to establish guidelines and schedules for installations, modifications, and upgrades. Coordinate and disseminate information and control changes that impact the Command's telecommunication network performance. Provide technical advice and assistance on the selection, acquisition and management of network components.

(4) Act as central point of contact and liaison for all NAVFACENGCOM activities and components on network telecommunication matters. Coordinate the resolution of problems and work directly with network vendors as required. Provide "help desk" support to customers at all times.

(5) Monitor network traffic and responsiveness and provide recommendations and solutions to improve performance. Research, develop, test and evaluate new technologies that could enhance network performance at both the Command and local levels. Provide direction on training and tools required to monitor and improve network performance at all levels.

(6) Maintain a staff of certified network specialists and engineers to ensure qualified personnel are available to support the major network and communication processor operating systems throughout the Command.

(7) Administer access to the FACSO mainframe applications and maintain security through the issuance of user identifications and passwords.

e. COMNAVFACENGCOM Functional Managers will:

(1) For Information Systems within their functional areas, ensure that the systems (e.g., procedures, processes, products, etc.) conform to applicable functional policy, are consistent with DON wide objectives, do not propose the automation of processes that are already automated by operational systems or systems under development, and are compatible with DOD information systems initiatives.

(2) Ensure that information requirements, information systems standardization, and information systems security requirements have been adequately considered and incorporated in the system definition.

(3) Review, validate, and as appropriate, endorse for approval all Information System LCM documentation for information system efforts within their functional area.

(4) Periodically review all information systems supporting their functional areas, identify common information requirements, eliminate duplicative or overlapping systems, and identify and plan for fulfillment of shortfalls in existing IS support.

(5) Ensure proper coordination with other Functional Managers when Information Systems are multifunctional or multicommand in scope.

(6) Specify information system and/or information resource requirements, conduct information system planning and budget functions, and oversee the use of information resources for the COMNAVFACENGCOM Functional Manager. The planning and budget functions will be coordinated with NAVFACENGCOM Code 911.

f. Commanding Officers of all NAVFACENGCOM components and activities will:

(1) Ensure that local information systems (e.g. procedures, processes, products, etc.) conform to applicable functional policy, are consistent with DON-wide objectives, do not duplicate functions of operational systems or systems under development, and are compatible with DOD information systems initiatives.

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(2) Ensure that local information requirements, information systems standardization, and information systems security requirements have been adequately considered and incorporated in the system definition.

(3) Ensure the validity of all local information system LCM documentation (e.g. Abbreviated System Decision Papers (ASDPs)). Fund only information system requirements which have an approved ASDP.

(4) Periodically review all local information systems supporting their activity, identify common information requirements, eliminate duplicative or overlapping systems, and identify and plan for fulfillment of shortfalls in existing IS support.

(5) Ensure proper coordination with other managers when Information Systems are multifunctional or multicommand in scope.

(6) Appoint, in writing, a single local Information Systems Manager, and provide NAVFACENCOM Code 911 a copy of the appointment letter.

g. Local Information Systems Managers, as appointed by the Commanding Officer, will:

(1) Manage local Information Resources Management and promote implementation of the LCM discipline for all IS initiatives/projects.

(2) Ensure compliance with established DON/Command IS MDA levels.

(3) Provide LCM technical advice, assistance, and oversight to local Functional Managers for the preparation of acquisition packages for information resources.

(4) Approve local information systems requirements within the scope of the activity's delegated ISAA. Maintain appropriate records of information system approval actions for inspection and audit. Coordinate the review of local information system requirements with the cognizant local Functional Manager.

(5) Ensure availability of information systems security technical advice and assistance to local Functional Managers for implementing controlled access protection, preparing security plans, engineering technical support, configuring system security features, and employing security procedures.

(6) Manage local additions and/or modifications to the Local Area Networks (LANs). Ensure that all local networks comply with Command-wide network standards and plans. Coordinate additions/changes to the Command's telecommunication network with the Facilities Systems Office (FACSO) and NAVFACENCOMHQ (Code 911).

(7) Identify IS deficiencies including security risks and vulnerability, diagnose problems, take corrective action, and verify systems performance.

(8) Periodically review all information systems within the scope of the local delegated ISAA, for effectiveness, affordability, efficiency, manageability, and coordination; making recommendations to the local Commanding Officer or Functional Manager or the COMNAVFACENCOM Functional Manager, as appropriate.

(9) Provide input, as requested by COMNAVFACENCOMHQ (Code 911), to respond to inquiries from higher authority concerning past and planned acquisitions from DON and/or DOD-wide umbrella or Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts.

(10) Verify that resources used for the acquisition of FIP resources are properly reported in the Information Technology (IT) Budget Exhibits, as requested.

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(11) Ensure that FIP resources data are accurately reflected in both the NAVCOMPT Real Property and IT resource inventories.

h. NAVFACENGCOM Contracting Offices will procure only FIP resources which are approved in accordance with this instruction and/or reference (a).

J. M. Smith

L. M. SMITH, CAPT CEC USN
Comptroller

Distribution:

SN DL: FKN1 (EFAs and EFDs)
FKN2 (CBCs)
FKN3 (OICCs)
FKN7 (NFESC)
FA46 (PWCs CINCLANTFLT)
FB54 (PWCs CINCPACFLT)
FT104 (PWCs CNET)

Distribution for NAVFACENGCOMHQ:

00	90	92	131	30A	50B
09	90A	11	132	30B	51
00B	90Q	11A	14	40	60
00D	91	12	14A	40A	60A
00F	91A	13	15	50	
00G	91P	13A	30	50A	



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Abbreviated System Decision Paper (ASDP) *Format*

Abbreviated Systems Decision Paper (ASDP) for Insert the Project Name Here

1. **Need.** Outline the need for automation as related to specific elements of the activity's mission. Briefly summarize the functional requirements and information dependent tasks. Describe the current method and evaluate the impact on operations by maintaining the status quo capability.
2. **Proposed Solution.** Summarize the selected FIP resource solution (functional requirements of the hardware and software) intended to satisfy the information processing need. Identify assumptions and constraints considered in the selection. Explain the acquisition strategy, indicating whether acquisitions will be competitive or noncompetitive and from what source they will be acquired. Indicate the milestone schedule of planned events, such as target dates for acquiring equipment and implementing various applications.
3. **Other Alternatives Considered.** Summarize other alternatives considered and explain why each was not selected as the proposed solution to the automation need.
4. **Cost and Benefits.** Summarize the projected costs (personnel, hardware, software, security mechanisms, and facilities) associated with developing each of the alternatives into an operational system. Identify expected benefits of each alternative such as improvements to functional support and cost savings. Give a cost and benefits rationale for selecting the recommended alternative.
5. **Interface Considerations.** Describe the planned or potential interface requirements with other systems, both internal and external to the organization. Indicate whether or not the project will be of an open system architecture. Indicate anticipated advantages, problems, and security vulnerabilities associated with the system interface.
6. **Testing.** Describe the development, security, and operational tests, as applicable, to be conducted prior to deployment of the FIP resources.
7. **Funding.** Identify the source and type of funding expected to be used for the selected alternative. Give the current status of funding in support of the total expected life cycle costs of the selected alternative.
8. **Other Comments.** Include any additional information that will facilitate understanding and evaluation of the information system proposal. Address training, security, privacy, maintenance, mobility and site preparation requirements.
9. **Joint Signatures.** Indicate the origin of the requirement and proposed solution. The Functional Manager verifies the requirement.

Submitted:

(Process Manager)

(Date)

Functional Requirements Validation:

(Functional Manager)

(Date)

10. **ASDP Review/Approval.** The appropriate IS Manager reviews and approves the proposed solution. Signature indicates IS approval.

(Milestone Decision Authority)

(Date)

Enclosure (1)

FIRMR

§ 201-4.001

Excess FIP equipment means FIP equipment controlled by a Federal agency but no longer required for its needs.

Executive agency means any executive department or independent establishment in the executive branch of the Government, including any wholly owned Government corporation (see 40 U.S.C. 472(a)).

Federal agency means any executive agency or any establishment in the legislative or judicial branch of the Government, except the Senate, the House of Representatives, the Architect of the Capitol, and any activities under the Architect's direction (see 40 U.S.C. 472(b)).

Federal information processing (FIP) resources means automatic data processing equipment (ADPE) as defined in Public Law 99-500 (40 U.S.C. 759(a)(2)), and set out in paragraphs (a) and (b) of this definition.

(a) Any equipment or interconnected system or subsystems of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception, of data or information-

(1) by a Federal agency, or
(2) under a contract with a Federal agency which-

(i) requires the use of such equipment, or

(ii) requires the performance of a service or the furnishing of a product which is performed or produced making significant use of such equipment.

(b) Such term includes-

(1) computers;
(2) ancillary equipment;
(3) software, firmware, and similar procedures;
(4) services, including support services; and

(5) related resources as defined by regulations issued by the Administrator for General Services.

(c) The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies and systems (specific examples of what the term FIP resources includes and excludes are provided in FIRMR Bulletin A-1). These terms are limited by paragraphs (a) and (b) of the definition of FIP resources and are defined as follows:

(d) FIP equipment means any equipment or interconnected system or subsystems of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.

(e) FIP maintenance means those examination, testing, repair, or part replacement functions performed on FIP equipment or software.

(f) FIP related supplies means any consumable item designed specifically for use with FIP equipment, software, services, or support services.

(g) FIP services means any service, other than FIP support services, performed or furnished by using FIP equipment or software.

(h) FIP software means any software, including firmware, specifically designed to make use of and extend the capabilities of FIP equipment.

(i) FIP support services means any commercial nonpersonal services, including FIP maintenance, used in support of FIP equipment, software, or services.

(j) FIP system means any organized combination of FIP equipment, software, services, support services, or related supplies.

Federal Telecommunications System (FTS) means the umbrella of local and long distance telecommunications services, including FTS2000 long distance services, provided, operated, managed, or maintained by GSA for the common use of all Federal agencies and other authorized users.

File means an arrangement of records. The term is used to denote papers, photographs, photographic copies, maps, machine-readable information, or other recorded information regardless of physical

DEFINITION AND EXAMPLES

This attachment contains definitions (repeated from FIRMR Part 201-4) for FIP resources. In addition, where it makes sense to do so, examples are cited for the different categories of these resources.

FIRMR " Federal information processing (FIP) resources
Definition means automatic data processing equipment (ADPE) as
of FIP defined in Pub. L. 99-500 (40 U.S.C. 759(a)(2)), and
Resources set out in paragraphs (a) and (b) of this definition.

(a) Any equipment or interconnected system or subsystems of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception, of data or information--

(1) by a Federal agency, or
(2) under a contract with a Federal agency
which--

(i) requires the use of such equipment, or
(ii) requires the performance of a service or the furnishing of a product which is performed or produced making significant use of such equipment.

(b) Such term includes--

(1) computers;
(2) ancillary equipment;
(3) software, firmware, and similar procedures;
(4) services, including support services; and
(5) related resources as defined by regulations issued by the Administrator of General Services.

(c) The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies and systems. These terms are limited by paragraphs (a) and (b) of the definition of FIP resources and are defined as follows:"

FIRMR Bulletin A-1
Attachment A

FIRMR Definition of FIP Equipment	"(d) FIP equipment means any equipment or interconnected system or subsystems of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information."
Examples of FIP Equipment to Which the FIRMR May be Applicable	<p>FIP equipment includes the following:</p> <ul style="list-style-type: none"> a. Data processing and switching equipment, such as supercomputers, mainframes, minicomputers, microcomputers, analog and digital private branch exchanges (PBX); b. Ancillary equipment, such as disk drives, tape drives, plotters, printers, storage and backup devices cable connected to computers, digital imaging equipment, optical storage and/or retrieval equipment, source data automation/recording equipment (e.g., optical character recognition devices, computer-generated microfilm and other data acquisition devices), punched card accounting equipment, and office automation equipment that was designed for use in conjunction with or controlled by a computer system; and c. Telecommunications networks and related equipment, such as voice communications networks; data communications networks; local area networks; terminals; modems; data encryption devices; fiber optics and other communications networks; packet switching equipment; terrestrial carrier equipment (e.g., multiplexers and concentrators); lightwave, microwave or satellite transmission and receiving equipment; telephonic (including cellular) equipment; and facsimile equipment.
Examples of Products Containing Embedded FIP Equip- ment	The Federal Government frequently acquires products containing embedded FIP equipment. Such products are designed and produced to function using the FIP equipment (most commonly microprocessors) as an integral part of the product. The FIRMR, at § 201-1.002, describes the parameters to be applied when determining FIRMR

applicability to products containing embedded FIP equipment. Some examples of products that often contain embedded FIP equipment are electronic clocks and watches, automobiles, elevators, blood analyzers, and drill presses using numerical control.

FIRMR
Definition
of FIP
Maintenance

"(e) FIP maintenance means those examination, testing, repair, or part replacement functions performed on FIP equipment or software."

Examples
of FIP
Maintenance

Examples of FIP maintenance are preventive and remedial equipment diagnostic and repair services, a field engineering change or field modification to FIP equipment, and modifications and upgrades to FIP software.

Examples
of Non-FIP
Maintenance

Examples of items that fall in this category include maintenance of such end-items as discussed in the category labelled "Examples of Products Containing Embedded FIP Equipment." A specific example is the maintenance of elevators.

FIRMR
Definition
of FIP
Related
Supplies

"(f) FIP related supplies means any consumable item designed specifically for use with FIP equipment, software, services, or support services."

Examples
of FIP
Related
Supplies

Examples of FIP related supplies include telecommunications fuses and connectors; floppy diskettes; CD-ROM and laser optical disks; backup cartridges; cables and wires; print wheels, print ribbons; ink for ancillary equipment; printer paper; FIP equipment cleaning kits; magnetic tape; magnetic disks; and all other similar items designed specifically for use with FIP equipment in the creation, transmission, and maintenance of automated information, data, records, or files.

FIRMR Bulletin A-1
Attachment A

Examples of Non-FIP Related Supplies	Examples of items that fall in this category include supplies associated with such end-items as discussed in the category labelled "Examples of Products Containing Embedded FIP Equipment." A specific example is the special paper used in a blood analyzer to record the results of the analysis.
FIRMR Definition of FIP Services	"(g) FIP services means any service, other than FIP support services, performed or furnished by using FIP equipment or software."
Examples of FIP Services	Examples of FIP services include teleprocessing, local batch processing, electronic mail, voice mail, centrex, cellular telephone, facsimile, and packet switching of data.
Examples of Non-FIP Services	An example of non-FIP services is transcription services (e.g., the services required to make a hardcopy of dictated or recorded matter).
FIRMR Definition of FIP Software	"(h) FIP software means any software, including firmware, specifically designed to make use of and extend the capabilities of FIP equipment."
Examples of FIP Software	FIP software examples include systems programs (e.g., control and library programs, assemblers, compilers, interpreters, utility programs, sort-merge programs, and maintenance-diagnostic programs); application programs; and commercially-available programs (e.g., word processing, communications, graphics, file-management and data base management system software). The term also encompasses independent subroutines; related groups of routines; sets or systems of programs; data bases; and software documentation.
Examples of Non-FIP Software	Examples of items that fall in this category include software associated with such end-items as discussed in the category labelled "Examples of Products Containing Embedded FIP Equipment." A specific example is any special software that may be required to perform the analysis process of the blood analyzer.

FIRMR Definition of FIP Support Services	"(i) FIP support services means any commercial nonpersonal services, including FIP maintenance used in support of FIP equipment, software, or services."
Examples of FIP Support Services	Examples of FIP support services are source data entry; computer output microfilming; software conversion; training; planning for FIP resources; capability and performance validation; studies (e.g., requirements analyses, analyses of alternatives, and conversion studies); facilities management of Government-furnished FIP equipment; custom software development; systems analysis and design; equipment operation; network management; network analysis and design; site preparation; and computer performance evaluation and capacity management.
Examples of Non-FIP Support Services	Examples of services that fall in this category include support services associated with such end-items as discussed in the category labelled "Examples of Products Containing Embedded FIP Equipment." A specific example is the development of custom software for numerically-controlled drill presses.
FIRMR Definition of FIP System	"(j) FIP system means any organized combination of FIP equipment, software, services, support services, or related supplies."
Examples of FIP Systems	Examples of FIP systems are (1) a minicomputer with a printer, terminals, and a tape drive, the associated systems programs and application programs, and the magnetic tape and printer paper; (2) a PBX and its associated software, telephones and facsimile equipment and the wiring necessary to connect the equipment to the PBX.
Examples of Non-FIP Systems	Examples of systems that fall in this category include an organized combination of such end-items as discussed in the examples of embedded FIP equipment and non-FIP related supplies, services, software, and support services.

SECTION V

MANAGEMENT AND ACCOUNTABILITY

OF

VISUAL INFORMATION EQUIPMENT

- **Flow Chart (Figure 5.0)**
- **Management and Accountability of Visual Information (VI) Equipment**
- **OPNAVINST 5290.1A**

Visual Information (VI) Acquisition Process

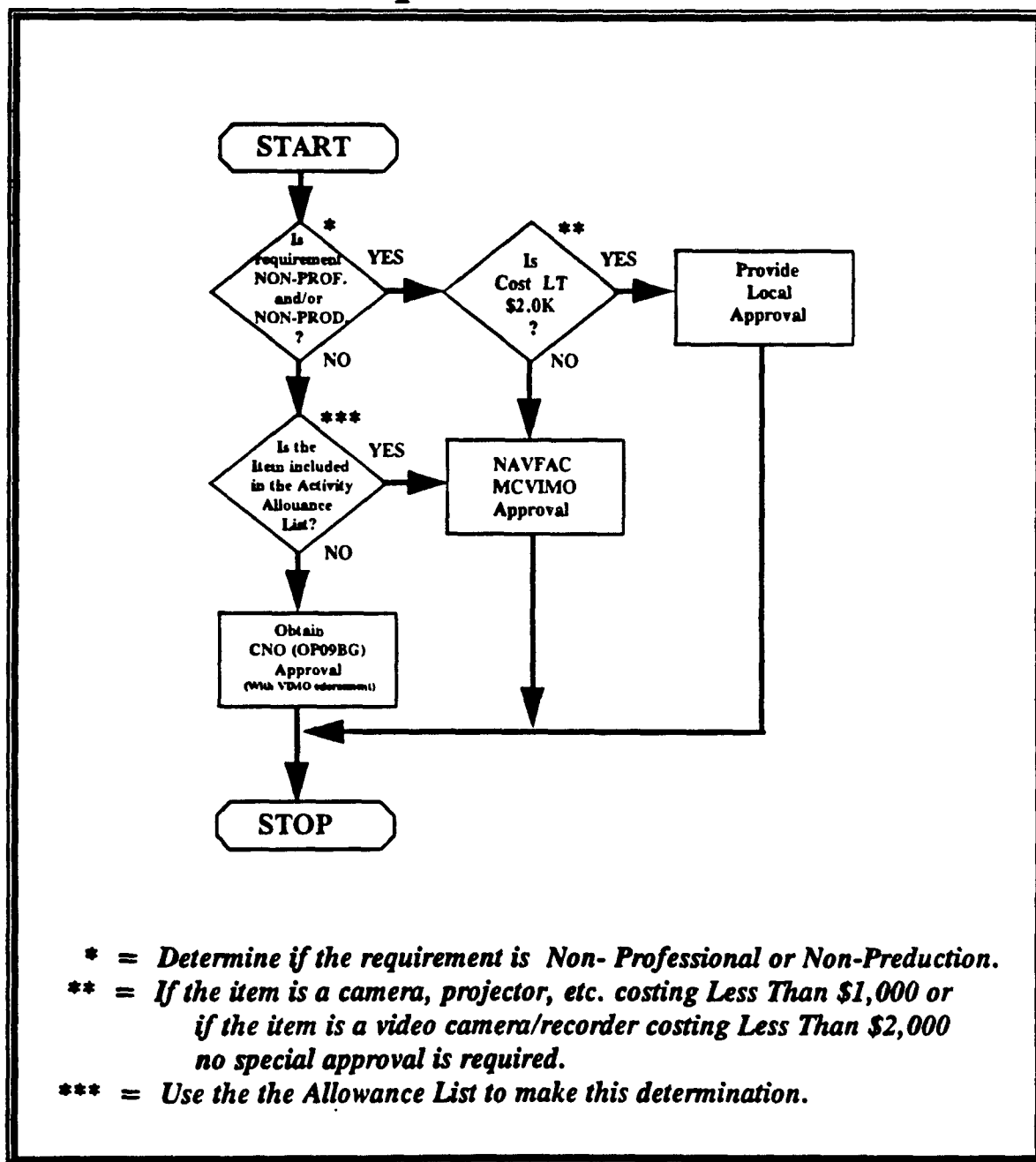


Figure 5.0

SECTION V - MANAGEMENT AND ACCOUNTABILITY OF VISUAL INFORMATION (VI) EQUIPMENT

Visual Information (VI) equipment is classified as plant or minor property based on dollar threshold established by Defense Finance Accounting System (DFAS) and recorded in the appropriate property inventory accountable records in the same way as other government property. However, all accountable (VI) equipment must be annotated "VI" in the remarks field of the inventory record. Within the Federal Government, equipment that produces, displays, presents, or is integral to the (VI) production process is defined as (VI) equipment and is found in Federal Supply Groups 36, 58, 67, 70, and 77. VI equipment is further classified as professional or non-professional. Professional (VI) equipment is equipment whose characteristics conform to technical and occupational standards which relate to professional skills requiring a high degree of training.

Professional or production equipment can only be acquired by an authorized VI activity. There are three authorized VI activities within the NAVFACENGCOM claimancy:

- Headquarters, NAVFACENGCOM;
- Naval Engineering Service Center (NESC), Port Hueneme
(Note: NESC Washington comes under Headquarters NAVFACENGCOM VI procedures); and,
- Construction Battalion Center (CBC) Gulfport.

A Visual Information Activity is an organizational element or a function within an organization in which one or more individuals are classified as VI, or whose principal responsibility is to provide VI services. (Reference OPNAVINST 5290.1A, Appendix A-4) The Chief of Naval Operations has approved the allowance list identifying the specific types of production equipment authorized. NAVFACENGCOM, NESC, and CBC Gulfport have the approved allowance list. Any requests for professional and production equipment exceeding the approved allowance lists must be approved by the Chief of Naval Operations (OP-09BG).

Headquarters, NAVFACENGCOM Visual Information Management Office (VIMO) approves the purchase of professional and production equipment of any dollar value, and non-professional and non-production equipment above the established dollar threshold.

Disposal of VI equipment will follow established excess property procedures through the Defense Reutilization Marketing Office (DRMO).

Use of VI Facilities, Equipment and Material. (Reference OPNAVINST 5290.1A)

a. Government still, graphic, audio and motion media duplicating equipment and appropriated funded playback equipment may not be used for reproduction of copyrighted VI products.

b. VI professional production equipment may not be provided to, or used by, non-VI personnel.

c. Navy VI personnel who are performing official duties shall not create VI products for personal use or for purposes not directly related to official Navy tasks.

d. All products created with government or personally owned equipment or supplies (i.e., still or motion media cameras, film, magnetic tape, illustration materials, etc.) while performing official duties are Navy property and must be turned in to a Navy VI activity.

e. Repair or maintenance of equipment acquired to support non-appropriated fund activities or equipment not wholly owned by the U.S. Government is prohibited.

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 5290.1A
OP-09BG
27 April 1990

OPNAV INSTRUCTION 5290.1A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: NAVAL IMAGING PROGRAM
 (NAVIMP) POLICY AND
 RESPONSIBILITIES

Ref: (a) SECNAVINST 5290.1B (NOTAL)
 (b) OPNAVINST 4000.84 (NOTAL)
 (c) OPNAVINST 4860.7B (NOTAL)
 (d) SECNAVINST 5212.5C
 (e) OPNAVINST 5430.48C (NOTAL)
 (f) OPNAVINST 5450.225A (NOTAL)

Encl: (1) Navy Visual Information
 Management and Operations
 Manual

1. Purpose. To implement reference (a), provide policy guidance and assign responsibilities for the NAVIMP. This instruction is a major revision and should be read in its entirety.

2. Cancellation. OPNAVINST 5290.1, DD-PA(Q)1620(5290), DD-PA(AR) 1115(5290) and OPNAV 5290-1.

3. Background. In 1984, the Naval Audiovisual Activities Program (NAVAP) was established with the goal of centralizing management, functions and support of Navy audiovisual activities as directed by Presidential management initiatives. Addressed herein is the subsequent change of the NAVAP to the NAVIMP, the realignment of functional responsibilities within the Navy resulting from the disestablishment of the Defense Audiovisual Agency, changes in terminology and associated definitions, and the separate publication of the Catalog of Navy and Marine Corps Visual Information Productions.

4. Applicability and Scope. This instruction applies to all Navy activities. The scope of Naval Imaging includes still and motion imagery, audio, graphic arts, visual aids, models, displays, visual presentation services, and the processes and resources that support them, and encompasses the Department of Defense (DoD) term "Visual Information (VI)." Emphasis is placed on controlling proliferation of facilities, equipment, manpower, products, productions and services through central management at all levels.

5. Definitions. See enclosure (1).

6. Policy

a. A VI management office (VIMO) shall be maintained at the headquarters level of each major command and activity.

b. Visual Information activities shall:

(1) Be authorized and managed under this instruction. They may be authorized for dedicated support to a particular activity or organization only if it is established clearly that an existing Visual Information Support Center (VISC) is not able to provide the needed support. When authorized by OP-09BG, the dedicated VI activity need not be collocated with the VISC.

(2) Be consolidated into as few activities as possible within each installation or metropolitan area. Where physical consolidation is not feasible or economical, these activities shall be managed centrally. Joint Visual Information Services (JVIS) may be managed separately.

(3) Be operated in the most cost-effective manner, and support all Department of Defense (DoD) organizations within a geographic area. Interservice, interdepartmental and interagency support shall be handled per reference (b). Such support may include VI

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documentation (VIDOC), production, product procurement, reproduction, records center operations, and services when the end result increases overall effectiveness or economy. Identifiable net additional costs for VI intraservice, interservice, interdepartmental and interagency services shall be accomplished on a reimbursable basis except for Joint Visual Information Service (JVIS) booking, distribution and records center research.

(4) Recover the full cost of such VI support per appropriate Comptroller of the Navy (NAVCOMPT) issuances, if industrially funded.

(5) Support non-U.S. Government requests, where possible, on a reimbursable basis.

(6) Be defined as Commercial Activities (CA) except for combat and combat support elements, per reference (c). Curtailment of commercial activities is proper to reestablish combat and combat support elements or rotational positions for support of Joint Staff war plans.

c. Visual Information resources shall be maintained to provide:

(1) Rapid deployment Combat Camera (COMCAM) teams to support military operations and emergencies, including documentation of force deployments and activities before, during, and after military engagements. COMCAM records are an important and often the only source of operational and technical information for decision making at all levels, historical documentation, public affairs and other purposes in the Navy mission.

(2) General purpose VI support that meets Navy requirements for VI documentation, production, distribution, records centers, and installation-level support.

(3) Dedicated VI support of such activities as medical, intelligence, and research, development, test, and evaluation (RDT&E).

(4) A training capability and career progression for Navy VI personnel.

(5) The military personnel required to support afloat and overseas commitments on a rotational basis.

d. Visual Information resources, facilities and production requirements common to other DoD components shall be coordinated to ensure optimum use.

e. Visual Information productions shall be:

(1) Used, when cost effective and applicable to support mission requirements.

(2) Identified as requirements in the Navy Annual VI Production Program which is aligned with the Five-Year Defense Program (FYDP).

(3) Evaluated to determine their effectiveness. The complexity and cost of the evaluation shall be in proportion to the cost and program impact of the production being evaluated.

(4) Managed throughout their existence and distributed to ensure legal, efficient, and cost effective use.

(5) If Interactive Video Disc (IVD) or associated hardware, compatible with the standard Video Graphics Array (VGA) family, Color Graphics Adapter (CGA) or Extended Graphic Adapter (EGA) at the read only memory and basic input/output system (ROM/BIOS) levels including off-the-shelf IVD productions and those provided under major systems acquisitions. Developments incorporating IVD shall be based on the MS/DOS or the LaserVision standard for optical video disc.

f. Original VI productions, products and associated administrative records shall be controlled throughout their life cycles and disposed of per reference (d).

g. Automated information systems that would duplicate the Defense Automated Visual Information System (DAVIS) shall not be developed without the approval of OP-09BG.

h. The DoD Still Media Records Center shall be operated and maintained for support of the DoD components, Federal Government and public requirements.

i. DoD Motion Media Records Center and DoD VI product distribution centers shall be supported and utilized.

j. Visual Information equipment shall be centrally managed.

k. Navy commands shall separately budget and account for VI support, except for VI equipment which is centrally managed, by following instructions issued by NAVCOMPT and the Navy Accounting and Finance Center.

l. Visual Information Equipment and Material Allowance Lists shall be maintained to ensure that:

(1) Lists consist of only those items of VI equipment essential to mission requirements.

(2) Lists do not include supply, maintenance, or pipeline requirements as an allowance or authorization.

(3) Introduction of nonstandard, commercial, off-the-shelf VI equipment into the Navy inventory is controlled.

(4) Latest standard and commercial VI equipment are listed by National Stock Number (NSN) (except for certain isolated instances where development equipment must be allowed).

(5) Equipment requirements that are above levels established in authorizations are reviewed prior to approval by OP-09BG.

m. Operational test and evaluation of commercial "off-the-shelf" VI equipment shall

be coordinated with OP-09BG to eliminate unnecessary duplication.

7. Responsibilities

a. Chief of Naval Operations (CNO)

(1) **Assistant Vice Chief of Naval Operations (OP-09B).** Serves as the senior Navy representative for VI activities; provides program policy, guidance, direction, planning and assessment for Navy VI; plans and programs for resources to fulfill these responsibilities and requirements; and serves as the primary advisor for the Photographer's Mate (PH) rating. Serves as Executive Agent for the operation of the DoD Still Media Records Center (See reference (e)).

(2) **Assistant for Visual Information (OP-09BG).** Advises and assists OP-09B in implementing the plans and policies for, and evaluating the effectiveness of, the NAVIMP. (See reference (e)).

(3) **Commander, Naval Imaging Command (COMNAVIMAGCOM).** Provides primary VI production, product and services support to the DON and, as required, other DoD components and Federal agencies. (See reference (f)).

b. **Major Commands.** Each major command shall:

(1) Maintain a VIMO to be responsible for all VI matters and implement all VI policy and procedures issued by OP-09B.

(2) Ensure a VIMO is maintained at subordinate commands and activities to administer and manage VI within the command.

(3) Recommend the establishment or deactivation of VI activities.

(4) Ensure the maintenance of VI Equipment and Material Allowance Lists for subordinate commands.

(5) Ensure proper and effective use of VI resources through annual reviews and periodic on-site inspections.

(6) Ensure review of VI productions for subject matter accuracy and policy compliance and provide validated VI production requirements to OP-09BG for the Navy Annual VI Production Program.

(7) Ensure compliance with appropriate COMNAVAIRSYSCOM directives for the management of VI equipment and material.

c. **Commander, Naval Air Systems Command (COMNAVAIRSYSCOM).** In addition to its responsibilities listed in paragraph 7b, COMNAVAIRSYSCOM shall also:

(1) Provide central management Navy-wide for VI equipment including item standardization, managing, cataloging, requirement determination, procurement direction and approval, distribution, logistics support, and scheduling for repair or disposal determination.

(2) Publish directives for the central management of VI equipment and material.

(3) Plan, budget, procure and provide technical coordination for VI equipment and material including:

(a) All single-service procurement items assigned to the Navy.

(b) Central management and technical coordination of all VI equipment and material (even if it is included in the single-department purchase assignment of the Defense General Supply Center (DGSC)).

(c) Military coordination for VI equipment and material for the Navy.

(d) Serve as the Engineering Support Activity for material in Federal Supply Group 6730/6750.

(4) Publish and maintain OP-09B approved VI Equipment and Material Allowance Lists for all commands and activities in the Navy.

(5) In coordination with major command VIMO's, conduct periodic field reviews of VI Equipment and Material Allowance Lists and frequent line-item reviews of VI equipment to ensure compliance with DoD and Navy policy, the updating of requirements, and to prevent perpetuation of obsolete, undesirable, or unnecessary VI equipment in the Navy inventory.

(6) As approved by OP-09B, coordinate and manage the test and evaluation (T&E) of VI equipment, material, techniques and systems for the design, installation and general suitability of equipment installation for ships, submarines, aircraft and authorized VI shore activities.

(a) Initiate and supervise procurement of materials for T&E of VI equipment, systems, material and techniques.

(b) Initiate, coordinate and supervise tests, experiments, and development projects at various naval laboratories and VISC for T&E of VI equipment, material and systems.

(c) Coordinate requirements submitted by commands and activities for new and improved VI equipment, material, techniques and systems and initiate further T&E as appropriate.

(d) Provide technical guidance for the design of facilities aboard ships and at shore activities.

(7) Prepare, review, evaluate, and approve specifications and standards for VI equipment, material and systems.

(8) Direct preparation of and review and approve technical publications, manuals and operating instructions for VI equipment, material, techniques and systems.

(9) Review, evaluate and approve specifications and standards (exclusive of items related to diver safety) for underwater still, motion picture and video camera recording equipment and related systems.

d. Staff VI Officers and Managers. See enclosure (1).

8. Exclusions

a. The following types and uses of VI are excluded from all provisions of this instruction:

(1) Photomechanical reproduction, cartography, x-ray, microfilm and microfiche production.

(2) Command and control information displayed in conjunction with weapon systems.

(3) Visual Information collected exclusively for surveillance, reconnaissance, intelligence, or equipment integrated in an reconnaissance-collecting vehicle.

(4) Visual Information productions on the technical, procedural, or management aspects of Navy and DoD cryptological operations.

(5) Facilities, services, and products operated or maintained by Navy Broadcast Service under SECNAVINST 1700.10C, including "Navy News This Week".

(6) Visual Information commercial entertainment productions and equipment acquired and distributed by the Navy Motion Picture Service.

(7) Visual Information equipment embedded in non-VI systems. The term "embedded" refers to VI equipment which is specifically designed to serve a dedicated or special purpose or function within a non-VI system. The VI equipment cannot be physically separated or operated to perform a VI function outside the non-VI system. This VI equipment is managed as part of that non-VI system.

(8) Equipment of a VI nature acquired with non-appropriated funds.

(9) Individual VI activities and their equipment, products, and services funded by research, development, test and evaluation (RDT&E) and used solely to support programmed research mission activities.

b. If VI products excluded in subsections 9a(1) through 9a(4) and (9) are used in producing a subsequent VI production, such production shall be subject to all provisions of this instruction. VI products excluded from the provisions of this instruction are not excluded from forwarding records following reference (d).

c. Although standard equipment management practices apply to all Navy equipment, the specific provisions of this instruction do not apply to certain types or uses of VI equipment. Such equipment is also not centrally managed by COMNAVAIRSYSCOM:

(1) Timing and synchronization apparatus related to instrumentation recording.

(2) Visual Information equipment procured by and for Navy Broadcast Service and "Navy News This Week".

(3) Radiographic equipment (industrial, medical and dental x-rays).

(4) Visual Information equipment used by administrative and security offices only for identification (ID) purposes.

(5) Office-related support equipment including: word processing equipment; transcribing and intercom equipment; telephone answering devices; xerographic equipment; and microform production and using (viewing and printing) equipment.

(6) Surveillance and monitoring systems including closed-circuit television (CCTV) used for security, safety inspection, testing and medical life-supporting purposes.

27 April 1990

(7) Audio addressing or paging systems.

(8) Visual Information equipment dedicated to the Pilot Landing Assist Training (PLAT) System, secure flight crew briefing systems, and meteorological information systems.

(9) Historical VI equipment preserved by museums.

(10) Photomechanical reproduction equipment (lithographic) and graphic arts equipment is used only for the production of illustrations, graphs, or charts produced for the sole purpose of printing in a publication through a lithographic process. Equipment which supports both printing and graphic arts is not excluded.

9. **Action.** All Navy activities shall immediately implement this instruction.

10. **Reports and Forms.** See Appendix B of enclosure (1).

R. C. JONES

Assistant Vice Chief of Naval Operations

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OPNAVINST 5290.1A

27 APR 1990

**NAVY VISUAL INFORMATION
MANAGEMENT AND OPERATIONS
MANUAL**

Enclosure (1)

27 APR 1990

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RECORD OF CHANGES

Identification of Correction or Change	Date of Change	Date of Entry	By Whom Entered

27 APR 1990

CROSS-REFERENCE SHEET

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)
Subj: Management and Operation of Navy Visual Information
Activities

1. The subject instruction is filed/stored in the following
area:

THIS CROSS-REFERENCE SHEET IS TO BE FILED IN THE OPNAVINST
BINDER WITH SERIES 5000.

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CHAPTER 1

THE ROLE OF NAVAL VISUAL INFORMATION, ACTIVITIES AND PERSONNEL

SECTION A - ROLE

1-1 The Role of Naval Visual Information (VI). The role of Naval VI is to provide support through photographic, electronic and electro-optical means, to the Navy for the attainment of naval and national objectives.

a. Visual Information resources shall be maintained by the Navy to provide:

(1) Rapid deployment Combat Camera (COMCAM) teams to support military operations and emergencies, including documentation of force deployments and activities before, during, and after military engagements;

(2) General purpose VI support that meets Navy requirements for VI documentation, production, distribution, records centers, and installation-level support.

(3) Dedicated VI support of such activities as medical; intelligence; reconnaissance and surveillance; and research, development, test, and evaluation (RDT&E);

(4) A training capability and career progression for Navy VI personnel;

(5) The VI personnel required to support afloat and overseas commitments on a rotational basis.

b. The primary areas of responsibility are:

(1) Visual Information Documentation (VIDOC) which includes COMCAM Documentation, Operational Documentation (OPDOC), Technical Documentation (TECDOC) and sub-functions using video, motion picture, still photographic, audio and other VI systems;

(2) Audiovisual (AV) production in support of Navy operations, training and other functions;

(3) Support of DoD VI Records Centers;

(4) Ship/Shore VI Support Centers (VISC) which include video, still photographic laboratory, graphics (including computer graphics for VI purposes), VI library, presentation services, and other VI services needed at base level;

(5) Dedicated VI mission functions in support of specific Navy mission requirements including video teleconferencing (VTC), interactive video disc (IVD) and other visually based systems.

1-2 Priorities. Guidelines for the management of VI resources must emphasize full combat and warfare-related operational documentation over all other VI support services. Relative priorities for providing VI services are to be utilized where budget, manpower or equipment/facility limitations preclude allocation of resources to meet all mission requirements.

SECTION B - VI ACTIVITIES

1-3 Types of Navy VI Activities. All Navy VI activities must meet specific requirements and are categorized according to Table 1-1. In specific cases, VI activities may be authorized detachments to provide specialized support.

1-4 Approval of VI Activity Starts or Changes

a. Requests for establishing or modifying VI activities must be supported by a published mission and function statement, a completed Navy Visual Information Activity Request/Authorization, OPNAV 5290/3 (available from OP-09BG), and a proposed VI Equipment and Material Allowance List per appropriate COMNAVAIRSYS-COM directives. Criteria for approval of afloat activities shall be based on designs and modifications that have been approved and coordinated by the Commander, Naval Sea Systems Command (COMNAVSEASYS-COM). All requests must be endorsed by the VIMO and forwarded to

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COMNAVAIRSYSCOM prior to forwarding to OP-09BG for approval

b. Expansion or new starts of VI activities must be approved by the Assistant Secretary of Defense (Public Affairs) (ASD(PA)) or OP-443 in coordination with OP-09BG when conditions meet the criteria set forth in reference (b)

1-5 Identification of Authorized Activities by Department of Defense Visual Information Authorization Number (DVIAN)

a. A permanent identification number, a DVIAN, is assigned by OP-09BG to each authorized Navy VI activity. The DVIAN replaces the obsolete term "DODAVAN". The DVIAN is used on all correspondence, reports and VI products and productions to identify the originating VI activity. Navy DVIAN's are composed of five digits as follows:

(1) The letter N, to signify Navy;

(2) A two-position code to identify each major command or activity.

(3) A two-position code to identify an individual Navy VI activity. An example of a DVIAN is N0123.

b. Navy Video Teleconferencing (VTC) activities are identified by a special DVIAN assigned by OP-09BG.

c. A DVIAN, and its associated reporting requirements, can be disestablished by notifying OP-09BG in writing, via the appropriate Visual Information Management Office (VIMO), when:

(1) The activity or one of its functions is no longer required and has VI resources assigned to it.

(2) The VI activity will be consolidated with other VI activities; or

(3) The VI activity is not considered to be cost effective.

1-6 Use of VI Facilities, Equipment and Material

a. Government still, graphic, audio and motion media duplicating equipment and

appropriated funded playback equipment may not be used for reproduction of copyrighted VI products.

b. VI professional production equipment may not be provided to, or used by, non-VI personnel. (See paragraph 1-9). This policy does not apply to:

(1) Fleet operational aviation, surface and subsurface units directed to collect intelligence information with portable equipment (i.e., 35mm cameras, still video cameras, etc.).

(2) Specific nonprofessional VI equipment such as: (a) 35mm cameras with non detachable lens costing less than \$500, (b) video recorder/players (VHS, Beta, or 8mm) costing less than \$1,000; (c) video camera/recorder systems costing less than \$2,000. This equipment must be dedicated to in-house support of functions whose end product is of short duration (training, role playing, etc.) and documentation which cannot be satisfied by local VI activities.

c. Navy VI personnel who are performing official duties shall not create VI products for personal use or for purposes not directly related to official Navy tasks.

d. All products created with government or personally owned equipment or supplies (i.e., still or motion media cameras, film, magnetic tape, illustration materials, etc.) while performing official duties are Navy property and must be turned in to a Navy VI activity. VI productions created as above must be approved in accordance with this manual.

e. Repair or maintenance of equipment acquired to support non-appropriated fund activities or equipment not wholly owned by the U.S. Government is prohibited.

f. Official Navy VI equipment and material may not be used beyond the confines of a naval vessel, unit, activity, or station for other than official assignments. The VI manager may schedule and approve in-rate training programs

which are considered official assignments. Using Government equipment or materials for profit violates U.S. Navy Regulations.

1-7 Annexes to Operation Orders

a. Operation orders for naval operations shall include a COMCAM annex to provide VI support. The imagery, acquired using still and motion media cameras, provides command, control, and management authorities, who may not necessarily be on the scene of deployment or combat, the ability to visualize the essence of ongoing combat support and military assistance operations involving U.S. personnel. The use of COMCAM during a conflict should be as follows:

(1) Immediate exploitation of the imagery by the field commander, unified and specified commands, the Joint Staff and National Command Authorities of, but not limited to, the key actions before, during and after mobilization, deployment, force generation, and force employment;

(2) Assessment of the effectiveness of preparations, support operations, and attainment of objectives; problem identification; evaluating the effectiveness of weapons systems; intelligence, medical and other support; public affairs purposes and propaganda;

(3) Preservation of all materials for analysis, historical documentation and archival preservation is a goal for all COMCAM products.

b. Comprehensive COMCAM documentation of fleet operations requires careful planning and scheduling of personnel and equipment. Helicopters, fixed-wing aircraft, or small craft shall be provided for use as media recording platforms. Qualified staff VI officers are available at Commander in Chief, Atlantic (CINCLANTFLT), Commander in Chief, Pacific (CINCPACFLT), Fleet Imaging Command, Atlantic, NAS Norfolk, VA; Fleet Imaging Command, NAS North Island, San Diego, CA and aboard all aircraft carriers and command ships to assist in planning. COMCAM teams may be requested to provide complete still and motion media documentation or to augment local capabilities (see paragraph 2-5).

SECTION C - VI PERSONNEL

1-8 General. Professional VI personnel are defined as Photographer's Mates (PH), Journalists (JO), Illustrator-Draftsman (DM), Hospital Corpsman (HM (NEC 8472 only)), their designated strikers, civilian personnel working within the General Schedule (GS) series which has a VI emphasis (primarily the Information and Arts Group, GS-1000 series). Non-professional VI personnel are defined as VIMO's, public affairs officers, and other personnel designated by the VIMO. The Catalog of Navy Training Courses (CANTRAC), NAVEDTRA 10500, provides complete rate training course information.

1-9 Assignment of VI Personnel

a. Active duty enlisted Photographer's Mates (PH), including active duty Naval Reservists (TAR), shall be assigned to commands authorized to operate a VI activity. PH's assigned to commands not authorized to operate a VI activity shall be assigned on temporary duty or special detail to the VI activity in the ship or station where they are based. The following exceptions are authorized:

(1) Squadron PH's shall be assigned to the ships or stations VI activity to support the squadrons reconnaissance mission except for those filling a valid PH NEC 8288 billet, or in direct support of the reconnaissance gathering platform;

(2) Personnel of Naval Imaging Command (NAVIMAGCOM), Fleet Imaging Command, Atlantic (FLTIMAGCOMLANT) and Fleet Imaging Command, Pacific (FLTIMAGCOMPAC), when ordered to naval organizations or embarked in naval vessels, have specific VI assignments to accomplish. These personnel will not be assigned to the local VI activity or assigned other military duties that will interfere with the accomplishment of their primary mission.

b. Selected Naval Reserve VI personnel shall be assigned to the appropriate Naval Reserve unit, naval vessel, or station VI activity which

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can effectively train the individual for an assigned mobilization billet. Program managers and assistants shall coordinate with gaining mobilization activities and their detachments to develop and implement ongoing training programs.

c. When a ship or a mobile construction battalion is not operating a VI activity, sufficient PH's shall be assigned to the local VI activity on temporary duty to enable that activity to fulfill VI support requirements

d. **Exception.** Paragraph 1-9 does not pertain to Photographer's Mates released by the Photographic Detailer for special duty assignments (i.e., recruiting duty, recruit company commander, instructor duty, etc).

1-10 Staff VI Officers and VI Managers

a. **The Staff VI Officer.** These officers provide technical advice and assistance on all VI matters to commanders, staffs and subordinate units. Specifically, Staff VI Officers are designated at the command level to fulfill the duties outlined in paragraph 7b of the basic instruction, as well as those listed below:

(1) Advise the commander, staff and subordinate units on the capabilities of VI activities;

(2) Ensure operational readiness of subordinate VI activities and take action to correct deficiencies;

(3) Provide technical assistance for administrative and material inspections of subordinate VI activities;

(4) Revise appropriate sections of inspection requirements to ensure that operational readiness inspections measure the responsiveness of VI activities;

(5) Develop, review and maintain the COMCAM Annex to operational orders and exercise plans,

(6) Recommend changes to the VI allowance of subordinate units to enhance operational readiness;

(7) Recommend changes for training of VI personnel to meet requirements;

(8) Review the efficiency and productivity of subordinate activities and recommend establishment, consolidation or deactivation;

(9) Review VI personnel allowances of subordinate units and recommend appropriate changes;

(10) Maintain liaison with staff intelligence, reconnaissance and public affairs officers to ensure that subordinate VI activities and units are responsive to their needs;

(11) Keep informed of and brief commanders and staff about new equipment and its effect on readiness and operations.

b. **The VI Manager.** The VI manager administers and operates VI activities ashore and afloat and is designated by the officer in command. VI managers:

(1) Plan, program and budget for the operation and maintenance of VI activities;

(2) Advise the officer in command of the capabilities of VI personnel on board and the status of VI equipment;

(3) Review and recommend changes to personnel and equipment allowances and recommend appropriate changes;

(4) Provide VI documentation, products, productions and services to support the Naval Imaging Program (NAVIMP).

(5) Maintain quality standards for all VI products and productions;

(6) Stock adequate material and maintain VI equipment within established allowances,

(7) Maintain custody of and account for VI equipment and supplies;

(8) Assign priorities to VI requests in accordance with chapter 1, paragraph 1-2.

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(9) Train VI personnel in the latest VI developments, techniques and equipment;

(10) Maintain liaison with public affairs and intelligence officers for VI matters;

(11) Ensure that VI resources are used only for essential official work and training of dedicated/authorized VI personnel;

(12) Coordinate and provide local VI support to reconnaissance, surveillance, intelligence and RDT&E efforts;

(13) Ensure that copyrighted VI products or productions are not duplicated without proper authority; and

(14) Ensure that VI activities are limited to authorized and lawful purposes

TYPES OF NAVY VI ACTIVITIES

TYPE	PRIMARY FUNCTION	DESCRIPTION	LEVEL OF APPROVAL
A	VI Support Center	Provides support services to all organizations on an installation or within a defined geographic area. It may include motion picture, still photography, television and audio recording for nonproduction documentary purposes; graphic arts; VI library services; presentation services; and VI equipment maintenance. Services may also include lease or rental of off-the-shelf commercial VI productions for local use.	OP-09BG
B	VI Production (Category 1)	Includes production, reproduction and distribution of Category 1 VI productions	OP-09BG
C	VI Production (Category 2)	Includes all functions of Type "B" activities plus production and reproduction of Categories 1 and 2 VI productions	OP-09BG
D	VI Production (Category 3)	Includes all functions of Type "B" and "C" activities plus production, reproduction, and commercial contracting of Categories 1, 2 and 3 VI productions	ASD(PA)
E	VI Records Centers	Central control and storage facility for VI products (COMNAVIMAGCOM Only)	ASD(PA)
F	Combat Camera	VIDOC covering air, sea, and ground actions of combat, combat support operations and related peacetime training activities.	OP-09BG
G	Technical Documentation	VIDOC of actual events for evaluation. Includes intelligence, medical, and other documentation, optical instrumentation and armament recording	OP-09BG
H	Broadcasting	Includes cable, community antenna, closed-circuit and other radio and television broadcast services	OP-09BG
I	Videoteleconferencing	Use of electronic media for audio and visual interaction between two or more locations	OP-09BG
J	Media Distribution	Central VI product distribution.	ASD(PA)
K	VI Training	Formal VI training for Navy personnel. It may engage in Category 1 VI production, reproduction, and distribution to support formal programs of instruction	ASD(PA)
L	VI Management	Provides VI staff functions and management of VI activities.	OP-09BG

TABLE 1-1

CHAPTER 2

VI PRODUCTS AND SERVICES

2-1 General. This chapter defines VI products, services and records and establishes procedures for requesting VI services. VI products include such media elements as still photography (film and video), graphic arts (including computer generated graphics for VI purposes), motion media (film, video tape or disc (including IVD)), audio recordings and VTC.

2-2 Obtaining Products and Services

a. Navy VISC may utilize OPNAV 5290/1, (2-83), Request for Visual Information (VI) Services, formulate an in-house VI Job Order Form, or an automated equivalent of either, which will serve as the official request and receipt for VI products and services (except VI productions - see Chapters 3 and 4). At a minimum, the form shall contain a: (1) Job Order Number, (2) customer signature block with a disclaimer that the service requested is official work and essential to mission accomplishment; (3) product security classification, (4) any other information required by the VISC to officially accomplish the request or which is useful in computing the Visual Information (VI) Annual Activity Report (DD 2054/1).

b. The requester should forward the request as soon as requirements are recognized to ensure proper planning and delivery of the product or service. Contact the servicing activity when special requirements arise since capabilities and product delivery times vary from VISC to VISC

2-3 Identification Procedures for Job Orders

a. Each job order, OPNAV 5290/1 (2-83) or equivalent, shall be assigned a sequential Job Order Number, reset to ONE on the first day of each fiscal year. This number replaces the Standard AV Work Request Number (SAVWRN).

b. An unclassified job order log shall be maintained by each activity. It shall also be created on the first of each fiscal year, reflecting

the reset numbers. The log shall contain sufficient data to avoid duplication of numbers, identify the product, its security classification, disposition, and any additional data required by the VI activity. Unclassified identifiers shall be used to refer to classified subjects.

2-4 Limitations on Availability and Use of Products and Services

a. Graphics Design, development, production, and duplication of two- and three-dimensional visual aid products shall be limited to those essential for mission requirements.

b. Documentation

(1) Recording or photographing parades, inspections, presentation of awards, ceremonies, visits of national or foreign dignitaries, and athletic and social events is strictly limited. This type of documentation shall be used only for official internal or external publications, communications that provide historical documentation of national interest, or meet a definite requirement for recruiting and retention of civilian or military personnel.

(2) Services such as scripting, photographing/recording, titling, and editing can be accomplished separately for a single product. Combining these separate services to any degree may create a VI production which must be authorized in accordance with Chapters 3 and 4 of this manual.

(3) Navy aircraft may not be used as platforms to photographically or electronically produce a product or VI production for any individual, corporation, or agency (other than departments or agencies of the Federal Government) without approval of OP-05 and OP-09BG. This policy does not preclude releases to the news media (according to established procedures) or sales of cleared products or VI productions to the public per appropriate DoD and SECNAV issuances

c. Personnel photographs:

(1) VISC's shall produce official personnel photographs of military or DoD civilian personnel as required by MILPERSMAN 15560A,

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Naval Military Personnel Manual, or other applicable instructions, to meet the requirements of retention, promotion, selection boards, etc

(2) Portrait photographs must be limited to meet definite official requirements. Roster board photographs are limited to requirements for identification of senior management personnel (Department Head level and above) and personnel performing command-wide counseling duties (i.e., drug, alcohol, equal opportunity, career counselor, etc.). Portrait photographs for military personnel will be taken in the service uniform, as prescribed in U.S. Navy Uniform Regulations. Appropriate equivalent attire is suggested for civilian personnel. These photographs must be printed in the smallest standard size suitable for the proposed use.

(3) Passport photographs shall be provided only to military personnel, their dependents, and employees of the Federal Government when required for official travel purposes. Any other passport photography infringes on commercial enterprise and may violate U.S. Navy Regulations. Passport photography is exempt from filing and forwarding instructions prescribed in this manual.

d. VI products, productions and services may be subject to copyright restrictions addressed in Title 17 of the U.S. Code. SECNAVINST 5870.4 may apply and should be consulted before undertaking any work request which may contain copyrighted material.

e. Items and materials forbidden for reproduction:

(1) Reproduction of certain items is prohibited by Federal law, i.e., bonds, paper currency, certificates of deposit, stamps, etc. Personnel who make copies of these items may be subject to prosecution.

(2) The production, reproduction, or duplication of obscene materials is prohibited.

2-5 Types of Products and Services

a. Aerial photographs of naval vessels and shore installations shall be produced annually or

when significant changes occur. VIMO's shall ensure that adequate support is provided to accomplish required aerial photography. File and forward original film as outlined in SECNAVINST 5212.5C.

b. Intelligence and reconnaissance products are exempt from the filing and forwarding instructions that apply to other VI products in accordance with SECNAVINST 5212.5C. Specific handling instructions for these products may be found in appropriate Defense Intelligence Agency publications.

c. Products produced in support of aircraft mishap and accident investigations are considered real evidence in the event of liability involving the government and must be strictly controlled due to the nature of the information they may contain and the purpose for which they are created. Identify and mark in accordance with this chapter and forward everything to the Senior Member of the Aviation Mishap Board (AMB) as outlined in OPNAVINST 3750.6Q, Naval Aviation Safety Program (NOTAL).

d. Products produced in conjunction with legal investigations must be handled as controlled information requiring a specific, written chain of custody. They are exempt from normal forwarding requirements. Identify and mark in accordance with this manual and forward to the investigating agency.

e. Public Affairs and VIDOC products are essential to inform the American public of the activities of the U.S. Navy and provide historical documentation of major events. Comprehensive documentation of public affairs initiatives requires close coordination by public affairs officers with VI managers for scheduling of resources. Release of official Navy VI products to the news media shall be made only by the Chief of Naval Information (CHINFO), commanders, and commanding officers through an established public affairs office as prescribed by SECNAVINST 5720.44 A.

f. Visual Information documentation produced in support of COMCAM or other significant events of special interest:

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(1) As defined in paragraph 1-7, COMCAM and VIDOC of special interest will be fully captioned, utilizing the Visual Information Caption Sheet, DD 2537, and transferred by the fastest possible means to the Joint Combat Camera Center (JCCC) in room 5A518 at the Pentagon. To facilitate delivery of the material once it arrives in the Washington, DC area, the 1361st Audiovisual Squadron (AVS) is designated to pick up all COMCAM materials and deliver them to the JCCC. The 1361 AVS will pick up material at any of the Washington, DC, area airports (National, Dulles, or Baltimore/Washington International) or at Andrews AFB. COMCAM material being shipped to the JCCC must be addressed as follows:

1361 Audiovisual Squadron/DO
Attn: JCCC
Building 3720
Andrews AFB, MD 20331-5997

(2) When materials are shipped to the 1361st AVS, the sender must notify the 1361st AVS and COMNAVIMAGCOM via telephone or message of the mode of shipment, airport at which the material will arrive, airline, flight number, arrival time, number of packages, etc.

Message Address:
1361AVS ANDREWS AFB MD//DO//
ADD:
INFO COMNAVIMAGCOM WASHINGTON
DC //00//

Duty hours telephone (0730-1630 EST):
1361AVS:
AUTOVON 858-7786/7783
Commercial (301) 981-7786/7783
 Non-duty hours:
AUTOVON 858-5058/5059
Commercial (301) 981-7786/7783
 (This is the Andrews AFB Command Post. Ask for the 1361st AVS Duty Officer.)

COMNAVIMAGCOM:
AUTOVON 288-4091
Commercial (202) 433-4091
 Non-duty hours:

AUTOVON 288-2106 or 2102
Commercial (202) 433-2106 or 2102

(3) There are numerous ways to ship VI materials. They include, but are not limited to, military air, commercial air, counter-to-counter service, air express (Federal Express, United Parcel Service, Emery Air Freight, etc.), diplomatic pouch, registered mail and courier.

g. Research, Development, Test & Evaluation (RDT&E) activities produce VIDOC for Technical Reports to satisfy local requirements in evaluating research and tests. After these Technical Reports have served their purpose, activities shall forward all original materials (including negatives or prints, if only a print exists) and any supporting written reports, by following instructions provided in SECNAVINST 5212.5C.

h. Visual Information Reports (Technical and Intelligence):

(1) Visual Information Reports are expanded film or video clips and do not require ID markings. The production techniques used in their preparation are restricted, the production life expectancy is less than twelve months and generally require no more than five (5) copies.

(2) Visual Information Technical Reports are the assembly of medical, reconnaissance, surveillance, RDT&E or other technical documentation imagery to report on a mission-related event. They may include use of "voice over" narration to describe or report the events taking place. Simple titles, without addition of effects, may be used.

(3) Visual Information Intelligence Reports are the assembly of imagery prepared for time-sensitive intelligence analysis. Preparation of these reports employs only readily available AV techniques such as electronic and optical enhancement and "voice over" narration.

(4) The addition of other imagery, sound or optical effects or other production values would classify the report as a VI production and place it under the purview of Chapters 3 and 4 of this manual.

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i. Special Film Processing. Most commonly used photographic films can be processed locally by a VISC with approved photographic functions. Exceptions are the various films requiring specialized manufacturer processing. These films cannot be processed in-house by any VISC activity. The following guidance applies:

(1) Classified films. Film that cannot be processed by the supporting VISC shall not be used for intelligence or surveillance information except under emergency or unusual conditions as a last resort. When these films must be used for these classified applications, the exposed film, with appropriate classification transmittal documents and Visual Information Caption Sheets, DD 2537, must be submitted by the originating command to:

**Naval Technical Intelligence Center
4301 Suitland Road
Washington, DC 20395-5020**

for processing by designated commercial laboratories. Current security requirements for shipping and handling must be followed when transmitting exposed, unprocessed, or processed film. These cautions also apply to the use of non-standard films for other classified subjects. Should their use be necessary, submit the exposed film, as above, to NAVIMAGCOM for processing by a designated commercial laboratory. Again, it should be used only as a last resort.

(2) Unclassified films. Only VISC's authorized still photography are permitted to buy and use prepaid mailers for processing unclassified film requiring unique processing. Should mailers not be available from a VISC, the originating command may request processing from NAVIMAGCOM (submit cover letter and Visual Information Caption Sheet, DD 2537) or have the film processed on local contract.

2-6 Visual Information Caption Sheet. A Visual Information Caption Sheet, DD 2537, must accompany all products forwarded for ultimate accessioning by the Still and Motion Media Records Centers. Its use ensures that all necessary captioning information is available and standard-

izes data entry into the Records Centers computerized finding aid systems. (See chapter 6).

2-7 Identification Procedures for VI Products.

a. The Visual Information Record Identification Number (VIRIN) replaces the Standardized Audiovisual Record Identification Number (SAVRIN). Each original product to be retained in file shall be identified with a number consisting of the DVIAN, the media type, the last two digits of the fiscal year, a six digit sequence number, and security classification, if applicable. (See paragraph 2-8 for media and security classification codes). Each set of characters is separated by a hyphen. Reset the sequence number to 000001 on the first day of the new fiscal year. For example, if the first product of FY 89 to be filed by FLTIMAGCOMPAC San Diego was a confidential, still color negative, the VIRIN would be: N0108-SCN-89-000001-CO

b. VIRIN Log. Each VISC shall establish and maintain a VIRIN Log. The VIRIN Log consolidates and replaces all still picture negative, motion picture and graphic arts product logs previously used. The log entries shall consist of the VIRIN assigned to each original product, the VISC job order number, security classification, format, media type, subject matter, date originated, cameraman's or artists name, final disposition of the product.

2-8 VIRIN Codes

a. Media Codes:

- (1) ARD - audio record disc
- (2) ARC - audio record, cassette
- (3) ATR - audiotape, reel
- (4) BDA - board art
- (5) CDA - compact disc, audio
- (6) CDV - compact disc, video
- (7) IVD - interactive videodisc
- (8) LVD - linear videodisc
- (9) MCN - motion picture negative, color
- (10) MCP - motion picture positive, color
- (11) MGM - miscellaneous graphic media
- (12) MPN - motion picture negative black and white

- (13) MPP - motion picture positive, black and white
- (14) MMM - multimedia
- (15) OTT - overhead transparency
- (16) SCN - still photographic negative color
- (17) SLT - slide and tape
- (18) SPN - still photographic negative black and white
- (19) SPT - still photographic transparency
- (20) SSS - slide set
- (21) VSP - video still
- (22) VTC - videotape cassette
- (23) VTR - videotape reel

b. FY originated :

- (1) Still Photography - FY of exposure
- (2) Motion Media - FY of exposure or recording
- (3) Productions - FY of completion

c. Security classification:

- (1) Blank - Unclassified
- (2) CO - Confidential
- (3) SE - Secret
- (4) TS - Top Secret

2-9 How To Mark VI Products For Filing.

a. Still photography:

(1) Negatives shall be marked with the VIRIN on the base side, outside the usable image area, using indelible ink. Roll negatives shall be cut into strips, with each strip being assigned a separate VIRIN. Individual frames on the strip shall be identified by letters (A,B,C,etc.). Those frames within the strip not intended for filing are not identified and should not be crossed out.

(2) Transparencies shall be mounted in glassless cardboard or plastic mounts with the VIRIN marked on the mount.

(3) Photographic prints shall be marked on the base side with the following data:

(a) VIRIN assigned to the original negative.

(b) Date of original photography

(c) Name and address of the originating activity.

(d) Unclassified photographs that have been cleared for public release in accordance with SECNAVINST 5720.44A shall be stamped: "United States Navy Photography. Please credit USN PHOTO".

(e) Security classification, authority, and appropriate downgrading and declassification instructions.

(f) Aircraft mishap and accident photographs, photographs of evidence, (including property damage or personal injury photographs) which are not releasable under the Freedom of Information Act, and all classified products, shall be stamped with the appropriate security classification marking in addition to the "United States Navy Photography."

(g) Visual Information Caption Sheets, DD 2537, for products which will be forwarded to NAVIMAGCOM for pre-accessioning.

b. Graphic arts products:

(1) Mark the VIRIN on the viewing side in a border area adjacent to the image area.

(2) Viewgraphs and transparencies produced from hard copy originals or movable letters shall be marked and filed in the same manner as prescribed for still photography. The security classification shall be marked in the image area of the product and show clearly when projected or viewed.

(3) Mark illustrations, charts, and graphs with the following data:

(a) VIRIN assigned;

(b) Name and address of the originating activity;

(c) Security classification, authority, and appropriate downgrading and declassification instructions. Markings shall be accessible,

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but should not hinder the usefulness of the product.

c. **Motion Media Film, Video and Disc:** Identify motion media film, video or disc with the VIRIN, by individual roll, cassette or disc (see para 2-8). Duplicate, unedited motion picture film and videotape not intended to be included in an AV production shall be identified with the following data, for a minimum of 5 seconds viewing time:

- (1) VIRIN assigned to the original
- (2) Security classification, authority, and downgrading and declassification instructions
- (3) **Caption data:** Provide complete information on subject matter of the film using the Visual Information Caption Sheet, DD 2537. Include scene and film length in Block 19. The film shall be "slated" whenever possible. The slate should include the following data: subject/location data; name of cameraman; classification, roll number (if more than one roll on the same subject); camera number.

d. Audio recorded in conjunction with visual media shall be identified as above.

e. **Other Products:** Mark the VIRIN in the most accessible area that does not interfere with the use of the product. However, the VIRIN must be accessible without disassembling the product.

2-10 VI Record Management. VI records include still and motion media photography, electronic recordings (video and audio tape and disc), and the paper files relating to them. Their physical character makes them no less official than documentation in any other form. Guidance is contained in SECNAVINST 5212.5C. Amplifying information is listed below:

a. **Still VI Products.** Forward uncropped proof prints or copy transparencies to NAVIMAGCOM, along with the Visual Information Caption Sheet, DD 2537, and a Requisition and Invoice/Shipping Document, DD 1149. The DD 1149 should contain information regarding the amount of product forwarded, the number of

shipments NAVIMAGCOM can expect, and a point of contact with commercial and AUTO-VON telephone numbers. A NIMC 16 form, Receipt and Disposition of Still Photography, will be returned to the originator and serves as the receipt. If accepted for accessioning, another copy of the NIMC 16 will be provided the originator, listing the accession numbers assigned the products and forwarding instructions for the originals. Views not accepted for accessioning will not be returned unless so requested by the originator.

b. **Motion Picture Products.** Forward original or duplicate, processed or unprocessed motion picture products with a completed DD 2537 and DD 1149, to NAVIMAGCOM.

c. **Video or Audio Products.** Forward one duplicate product with completed DD 2537 and DD 1149. Mark each clearly as a duplicate and with the name and address of the originating activity and the appropriate PIN or VIRIN. After review, NAVIMAGCOM will return the duplicate and request the original material to be accessioned. Activities not equipped to reproduce should forward the original, clearly indicating such. A duplicate will be provided by NAVIMAGCOM if original material is accessioned. If not, the original will be returned.

d. Activities should carefully review all VI records before forwarding for preaccessioning. The following VI records should not be forwarded unless they are the only available documentation of events or individuals that have particular national or naval historical significance:

- (1) VI Records not feasible for reproduction because of improper focus, faulty processing, recording, storage, or handling, or if the color or audio rendition is extremely poor;
- (2) Portraits of civilians or U.S. military personnel below flag rank;
- (3) VI records with no retention value (e.g., photographs which satisfy a local, one-time need);
- (4) Fleet Home Town News photography.

2-11 Obtaining Copies of Navy Products Retained by Other Government Agencies

a. Requirements for copies of Navy products retained by other Government agencies should be submitted by letter to:

(1) Still Photography and Graphic Arts Products:

**DoD Still Media Records Center
Naval Imaging Command
Building 168, NavSta Anacostia
Washington, DC 20374-1681**

(2) Aerial Reconnaissance and Cartographic Products:

**National Cartographic Information
U.S. Geological Survey
507 National Center
Reston, VA 22092
OR
Headquarters
Defense Mapping Agency
Code PPS
Building 52, Naval Observatory
Washington, DC 20305**

NOTE: If known, include VIRIN, date, place, photographer, etc.

(3) Motion Picture and Video Products (Stock footage ONLY):

**DoD Motion Media Records Center
1352nd AVS/DOO
Norton AFB, CA 92409-5996**

NOTE: Requests for stock footage must include the VIRIN, if known, and the PAN or PIN assigned to the production for which the stock is required.

b. Organizations and Individuals Outside the Federal Government

(1) Navy products cleared for public sale must be purchased from the agencies listed above.

(2) Completed Navy VI productions (motion picture and videotape) cleared for public sale are available from.

**National Audiovisual Center
ATTN: Information Services
Washington, DC 20409**

c. Commercial advertisement layouts that include Navy products or VI productions, and the use of Navy products or VI productions by publishers, editors, freelance writers, etc., must be authorized by CHINFO (OI-222). Forward these requests to:

**Chief of Information (OI-222)
Department of the Navy
Washington, DC 20350-2000**

d. All inquiries from foreign organizations or private individuals should be processed by following SECNAVINST 5720.44A

CHAPTER 3 VISUAL INFORMATION PRODUCTIONS

3-1 General. This chapter covers VI production planning, programming, acquisition and limitations. The following are exempt from the DoD VI production reporting requirements (Visual Information Production Request, Evaluation, and Approval, DD 1995-1 and the Visual Information Production Report, DD 1995-2).

- a. Graphic arts and still photographic activities, except when their products are used in VI productions;
- b. Items that should not benefit the public because the useful life is less than one year or the production budget is less than \$5000. Includes VI reports (technical and intelligence);
- c. Television and radio spot announcements, public service announcements, news clips, and information programs funded by Armed Forces Radio and Television Service (AFRTS);
- d. Visual Information products resulting from criminal investigations and other legal evidentiary procedures.
- e. Commercial VI productions or programs acquired for DoD Dependent Schools; Section 6 Schools; morale, welfare, and recreation (MWR) activities; education centers; and non-VI libraries controlled by SECNAVINST 5401.2 (NOTAL);
- f. Products such as still photography, graphics, overhead transparencies, motion picture photography, video and audio recordings that do not make up a complete message, sound effects and stock footage;
- g. Mixed media packages with a predominance of printed material;
- h. Multimedia productions requiring special projection equipment or electronic programmers;
- i. Photo-instrumentation, reconnaissance, or documentation footage. Exemption DOES NOT include productions produced from this footage;

j. Information programs funded and reported as an integral part of a recruit advertising contract.

NOTE. Though excluded from the provisions of the DD 1995-1 and 1995-2, individual products are not exempt from being reported in the DoD Visual Information (VI) Annual Activity Report (DD 2054/1) and the Audiovisual (AV) Annual Production and Library Report (DD 2054/2) (RCS:DD(A)1438(5290)).

Section A - Visual Information Production Requirements Planning

3-2 Effective Use of Productions

- a. The benefits and efficiencies of a production must justify its costs. Other forms of communication, such as letters, pamphlets, periodicals or briefings, may be as effective and are often less costly communication alternatives
- b. The most cost-effective method of obtaining VI productions shall be employed

c. Only if no production already exists to cover the subject matter in question, should an original production be considered. If that step is necessary, and an in-house production capability is the most economical path, stock motion picture footage, video and audio recordings, still photography and other existing VI products should be used as much as possible

3-3 Audiovisual (AV) Production Categories. An AV production is distinguished from other VI productions by the combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for the purpose of conveying information to, or communicating with, an audience. AV productions shall be identified in one of three categories :

- a. Category 1 productions support the needs of major claimants or local activities. Category 1 productions include the rental, lease or purchase of commercial off-the-shelf productions. Category 1 productions that support human resources development or professional activities applicable for Navy or DoD wide use, such as drug or alco-

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hol abuse, equal opportunity, human relations, management, administration, clerical, chaplain, safety, law enforcement, medical and legal activities, require specific written approval from OP-09BG via the VIMO

b. Category 2 productions support Navy-wide requirements.

c. Category 3 productions support DoD and joint interest programs

3-4 The Navy Annual VI Production Program

a. Navy activities are prohibited from producing and/or purchasing any production that has not been approved as part of the Navy Annual VI Production Program. The program establishes a Navy-wide planning mechanism by projecting requirements ahead of the actual year of production. It provides management and control of VI resources, forms the basis for budget submissions, justifies budget requirements and provides a source of basic data for management review.

b. The Navy Annual VI Production Program planning process is a corollary to the Five-Year Defense Program (FYDP). (See Table 3-1). The document correlates in time with and supports the Best Estimate Submission (The President's Budget) for FY+1. The program evolves from VIMO planning actions that identify requirements for Category 1, 2 and 3 productions. Documenting these actions shall, for the first and second drafts of the plan, be done on DD 1995-1. The final draft of this plan shall include completed DD Forms 1995-1 and 1995-2. Additional requirements arising during the fiscal year that were not included in the initial annual program shall be validated, using the DD 1995, approved, and added to the annual program as a quarterly supplement.

c. Publication responsibility for the Navy Annual VI Production Program by category.

(1) Category 1 production requirements shall be published and maintained in an Annual VI Production Program by the respective VIMO

(2) Category 2 and 3 production requirements shall be approved and published in the Navy Annual VI Production Program after coordination and approval by OP-09BG and the assignment of PIN numbers. Productions that have funding identified are assigned by OP-09BG to COMNAVIMAGCOM for acquisition. Unfunded productions will be approved as part of the current FY program, but must be carried over until either funding is made available by the requester or resources are available at NAVIMAGCOM. All requesters and VIMOs will be advised by OP-09BG as to the status and resource identification of each production request. In addition, NAVIMAGCOM forwards the initial DD 1995-2 to the Joint Visual Information Activity (JVIA), Tobyhanna Army Depot, for data entry into the DAVIS system. (See Chapter 5) Once an assignment has been made to a production activity, it is the responsibility of that production activity to inform the requester and the VIMO as to the activation and production/contracting procedures. The revalidation procedures are in effect once the production has been approved by OP-09BG. (See paragraph 3-8)

d. Frequency. To be of maximum benefit in managing and controlling resources the following suspense dates for the FY + 1 submission are.

(1) 1 June. Each VIMO must submit to OP-09BG validated VI requirements for endorsement by other VIMO's or functional management offices that have responsibility for the subject matter or the policy presented in each planned VI production;

(2) 1 July. Each VIMO must submit validated and endorsed VI requirements to OP-09BG. This submission must include:

(a) A complete VI Production Report, DD 1995-1 and 1995-2, and a DAVIS Subject Search for each requirement.

(b) A distribution plan, including formats (VHS, BETA, 3/4", disc, IVD, etc.);

(c) Public clearance requirements (as necessary);

(d) A summary of all planned expenses for products, services and productions (This summary will be presented in the format of the PB-17 Special Audiovisual Budget Exhibit as specified in NAVCOMPTNOTE 7111).

(3) 15 September. OP-09BG will approve and publish the FY plan and assign production responsibilities to appropriate Navy VI production activities for in-house production or contractual acquisition.

3-5 Subject Search. Management at all levels must ensure that duplication of existing Navy, other DoD Component, other Federal agency or commercial VI productions does not occur. Before validating and approving a request for production, purchase or adoption the VIMO shall

a. Ensure the requester reviews information obtained from the DAVIS products file (See Chapter 5) and commercially available productions to determine if acceptable productions are in existence, planned, in preparation by other DoD organizations or Federal Agencies, and whether the DoD has reproduction rights.

(1) Identify each DAVIS subject search by a serially assigned search number (SN). The SN consists of the DAVIS User Name, followed by four digits representing the sequential number of the search (assigned by fiscal year); the year, month and day (YYMMDD) on which the search was conducted; and a single letter, A or B, indicating the result of the search. An "A" indicates that no productions on the subject were found; a "B" indicates that one or more productions were found. Each part of the SN shall be separated by a hyphen, i.e., DAVIS User Name-0023-890910-A. The SN shall be recorded on DI 1995-1 and 1995-2 for all production categories.

(2) Ensure that a printout of the DAVIS subject search accompanies the DD 1995-1 and 1995-2 and becomes a part of the permanent record of the approved production. The accompa-

nying printout must contain all search parameter information.

(3) When the subject search reveals that a production exists ("B" result), but is unacceptable, the customer request (DD 1995-1) forwarded for approval shall contain justification for approval of a new production requirement.

b Subject Search Exemptions

(1) Those items having a security classification.

(2) Those materials certified as having limited subject matter and applicability (i.e., a technical report or a commander's message to his or her personnel); or

(3) Those multi-image products using extensive or specialized projection equipment and special electronic programmers.

Section B - Visual Information Production Acquisition

3-6 Department of Defense VI Production Request, DD 1995-1 and 1995-2

a. DD 1995 shall be used to initiate the VI production/acquisition process.

b. Production approval shall be made by VI managers at the following levels:

(1) Category 1 - VIMO (note restrictions in paragraph 3-3a.).

(2) Category 2 - OP-09BG

(3) Category 3 - OP-09BG/DoD

c. Before a VI production request can be approved:

(1) The requirement must be validated by a designated official of the functional management office at the appropriate approval level.

(2) Funds must be identified for the production or acquisition of ALL productions;

(3) If of joint interest, shall be forwarded by OP-09BG to the DoD Joint Interest Visual Information Production Working Group for coordination. When at least one other component

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needs the production and can provide funds, the production shall be approved as a Category 3 requirement;

(4) Logistics support and personnel resources (including a Customer Representative and a separate Technical Advisor) must be committed for the production by the VIMO;

(5) A distribution plan must be prepared and attached to the DD 1995-1. This plan shall specify the general and base VISC libraries, the number of copies by media and format and a complete address and justification if copies are directed to other than a base VISC library. VIMO's shall limit distribution requirements and use Navy General VI Libraries as much as possible (See Chapter 4)

3-7 Validation of VI Production Requests

a. Validation of VI requirements is the responsibility of functional managers at all levels. In addition to evaluating the message or objective of a production and its audience, the following factors must also be considered:

- (1) confirmation of legitimate need,
- (2) organizational goals;
- (3) essentiality and priority;
- (4) requesters authority and mission;
- (5) production and user costs;
- (6) life expectancy of the proposed product;
- (7) frequency of use;
- (8) audience size and alternative means of communication of the required message.
- (9) existing productions which might satisfy the requirements, including the SN described in paragraph 3-5;
- (10) production or procurement lead time;
- (11) updating requirements.
- (12) the method, level and cost of distribution of the resulting production copies.

(13) other support costs;

(14) compatibility with other planned or existing VI productions, and

(15) possible applicability to other VIMO's, functional managers or DoD component requirements (joint interest).

b. VIMO's should assist cognizant functional managers in evaluating productions relative to the above factors.

c. Category 1 productions shall be validated by an authorized official of the appropriate functional management office as determined by the VIMO headquarters. Note restrictions in paragraph 3-3a.

d. Category 2 and 3 productions shall be validated by a designated official of the appropriate functional management office as determined by OP-09BG. Those validated requests identified as having joint interest potential at any level shall be forwarded, through channels, to OP-09BG for review and forwarding to the DoD Joint Visual Information Production Working Group. The following subject areas are the responsibility of Navy offices as indicated.

(1) Education and Training (includes curriculum requirements) except medical, dental and Marine Corps:

(a) The Chief of Naval Education and Training (CNET) and/or OP-01 for all general training.

(b) The Commander, Naval Reserve Force (COMNAVRESFOR) for reserve affairs;

(c) Other VIMO's and functional management offices as needed for specific topics.

(2) Personnel Affairs.

(a) Chief of Naval Personnel for recruiting requirements and other military and civilian personnel affairs.

(3) Internal and External Information CHINFO (includes all VI requirements intended for public exhibition).

(4) Scientific and Technical:

(a) The Office of the Chief of Naval Research (OCNR) for scientific research projects as appropriate;

(b) Commander, Naval Oceanographic Command (COMNAVOCEANCOM) for ocean science and technology, including meteorology, oceanography, mapping, charting and geodesy;

(d) Other VIMO's and functional management offices as needed for specific topics.

(5) Medical and Dental: The Chief, Bureau of Medicine and Surgery (BUMED) for training of both medical and nonmedical personnel.

(6) Safety: Naval Safety Center (NAVSAFECEN) for safety topics.

3-8 Revalidation of VI Production Requests. Production requirements shall be revalidated when, after approval and assignment to a production activity:

a. A production has been dormant in any stage for six months;

b. The production is not completed within one year of the script approval date; or

c. Direct production costs will exceed the original production estimate by 20 percent, or exceed \$50,000 when originally estimated below that cost.

3-9 Rental/Lease of Commercial Off-The-Shelf VI Productions

a. Commanding officers/civilian heads of local activities may approve the rental/lease of a commercial "off-the-shelf" production to support a specific and temporary local requirement or program when such procurement action does not:

- (1) Exceed \$300 in fees;
- (2) Exceed 90 days of usage; and
- (3) Contain "option to buy" clause.

b. Prior to authorizing rental/lease of a production, a DAVIS search must be made to ensure that the specific title or an acceptable substitute is not already available from government sources.

c. Requests which exceed the above thresholds must be approved by the VIMO.

3-10 Procurement of Commercial Off-the-Shelf VI Productions

a. Procurement of off-the-shelf VI productions from commercial sources is normally conducted as a non-competitive acquisition. Procurement authority is assigned as follows.

(1) VIMO's for Category 1 productions when local procurement does not.

(a) exceed 15 copies per title or \$5000 per title;

(b) Have joint interest applications, unless such joint interest topics have already been approved and appear on the list of "AV Productions Approved for Lease/Rental," published by a DoD Joint Interest VI Review Board.

b. Procurement must be preceded by a DAVIS subject search. Subject search results must be attached to DD 1995-1 and DD 1995-2 when they are being forwarded.

NOTE: VIMO's may approve local procurement of one copy of any Category 1, 2, or 3 commercial off-the-shelf VI production and concurrently submit the title for joint interest review.

(2) OP-09BG when exceeding above thresholds.

3-11 Procurement of VI Productions or VI Scripts and Productions Separately

a. The Federal Uniform AV Production Contracting System shall be used for competitive procurement of all new VI productions, including IVD.

b. The NAVIMAGCOM is the sole Contracting Activity within the DON authorized to procure VI productions or VI scripts and productions

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separately under the obligatory Federal Uniform AV Production Contracting System. (See Table 3-3.) This system is prescribed by Office of Federal Procurement Policy Letter No. 79-4 of 28 November 1979 (NOTAL). Exceptions to this policy are approved by OP-09BG on a case-by-case basis when:

(1) In R&D weapons systems and similar contracts, the production is a provision of the contract for status reporting or new equipment training;

(2) In material contracts, the production is not the principal purpose of the contract, but related to and acquired as part of the material being purchased;

(3) In mixed media contracts, the non-VI material (such as print) will cost more than 50 percent of the total contract cost;

(4) In curriculum development contracts (such as instructional systems development), the requirement will justify the award of the contract to a qualified curriculum development contractor, rather than a producer, unless the cost of the production exceeds 50 percent of the total contract cost for an individual curriculum;

NOTE: Requests for exemptions for items (1) and (4) will require submission of the approved instructional system development analysis.

(5) In recruiting programs, the productions are integral to an overall advertising agency contract;

(6) In purchasing production services to augment in-house production capabilities, the cost of services is less than 50 percent of total contract cost for an individual production;

(7) Productions are made by an in-house VI production activity which has been converted to Government Owned Contractor Operated (GOCO) contract following a Commercial Activities Cost Analysis.

(8) Off-the-shelf proprietary productions are purchased, leased or rented.

c. Procurement of off-the-shelf proprietary productions from commercial sources is usually conducted as a noncompetitive acquisition. Justification must be submitted to contracting officers in accordance with the Federal Acquisition Regulation (FAR) in sufficient detail to support sole source award.

d. Grants, cooperative agreements and other legal instruments shall not be used when the production is intended for the direct benefit or use by the Navy.

3-12 Production Costs. Cost identification is necessary as part of the control process for each production. Production costs shall be identified for each production and shall be controlled and maintained in an individual auditable record from production approval through completion. Reproduction and distribution costs shall be maintained separately from production costs. All costs shall be reported on a DD 1995-2 update. (See Table 3-3.)

a. **Category 1 Productions** The total associated cost or threshold limit shall not exceed \$25,000.

b. **Category 2 Productions.** The total associated cost of a Category 2 production shall not exceed \$50,000 without ASD(PA) review. When a production budget that is approved originally at \$50,000 or less is later increased to more than \$50,000, it requires ASD(PA) review. Interactive videodisc production is excluded from review.

3-13 Management of VI Production Records. All VI productions must be supported with documentary files which include the following: approved DD 1995-1 and 1995-2, production contracts, scripts; legal clearances; music and talent releases; public clearances; distribution plans; other documents that relate to the origin, release and ownership of the production, and any documents necessary for the proper identification, retrieval and use of the production.

a. **Forwarding Productions.** Forward supporting documentary files and the original (i.e.,

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preprint, master or record material) for all VI productions to NAVIMAGCOM, as indicated below, or as directed in authorizing documentation for Category 3 productions when the Navy is not the lead production activity.

(1) **Category 1 Productions.** (Including motion picture, video, IVD, audio, mixed media). Retain the preprint and related records as specified in SECNAVINST 5212.5C. Files of Category 1 productions having potential major command or Navy-wide interest will be forwarded to NAVIMAGCOM.

(2) **Category 2 & 3 Productions.** (Including motion picture, video, IVD, audio, mixed media). Forward all preprint, master, original and related records to NAVIMAGCOM as specified in SECNAVINST 5212.5C

b. **Emergency Destruction.** Emergency destruction of VI productions and related documentary files is the same as that prescribed for all VI records.

3-14 Visual Information Production Identification Numbers

a. Production Approval Number (PAN).

(1) The PAN shall be used to identify all Category 1 VI productions. It consists of the DVIAN of the production approval activity, the last two digits of the **fiscal year (FY)** in which the production was approved, and a sequential number beginning with 0001 at the start of each **fiscal year**. Each set of characters shall be separated by a hyphen, i.e., NO101-89-0053.

(2) Additional PAN issuing offices may be designated by each VIMO, which will monitor their use.

(3) PAN issuing offices shall maintain a log of issued PANs. The log shall contain the PAN, production title, media and format. The PAN log may consist of the DD 1995-1 and DD 1995-2 for each production.

b. Production Identification Number (PIN)

(1) PINs shall not be assigned to VI productions made by Navy organizations for other federal agencies.

(2) The PIN shall be used to identify all Category 2 and 3 productions and shall be the life-cycle control number. Category 2 Pins are issued by OP-09BG; Category 3 by ASD(PA).

(3) OP-09BG maintains the PIN log. The log shall contain the PIN, production title, media format and the assigned production activity DVIAN for in-house productions.

Section C - Limitations on VI Productions

3-15 Limitations on Production Content

a. Productions shall not contain material which:

(1) Credits Navy personnel (civilian or military) with any portion of the functions involved in the production. Screen credits are limited to those activities (in-house or contract) involved in the actual production. Acknowledgment of the participation of important personalities such as senior Navy officials, Medal of Honor recipients, or services provided by supporting organizations is permissible in the closing titles;

(2) Is unfavorable or undignified in the portrayal of Navy personnel unless essential to the purpose of the production.

(3) Implies endorsement of commercial products or services by introduction of trademarks, labels, distinctive packaging, or references to trade or brand names in the narration, dialogue, or titles;

(4) Promotes an individual, activity or organization, or provides forums for opinions on broad subjects without reference to specific programs;

(5) Is inaccurate or incompatible with approved Navy or DoD policies or doctrine; or

(6) Discriminates or appears to discriminate against individuals on the basis of sex, race, creed, nationality, age, or religion

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b. Navy activities shall not produce nor support productions or products used to influence pending legislation or to promote the status of various industries.

c. Productions and other products dealing with history and art must educate and inform, not promote the Navy's role.

d. Production titles, regardless of media format or category, shall be restricted to those which describe subject matter.

3-16 Use of Navy Personnel as Performers in VI Productions

a. All Navy employees are prohibited from playing dramatic roles, narrating or acting in VI productions except when:

(1) They are performing their own jobs or reenacting tasks related to their jobs;

(2) Successful completion of the production depends on availability of specialized skills or technical knowledge not readily available from professional acting sources or cannot be conveyed in a prepared script; or

(3) They are role playing in training situations related to their jobs or skills. Prepared scripts shall not be used during the role playing although, for overall production structure, a shooting outline may be needed. These productions shall be limited to training and internal communications use.

b. Navy personnel shall not be used as performers when health or safety hazards exceed those normally encountered in the performance of their jobs.

c. Navy employees and actors who appear as Navy personnel in productions must conform with U.S. Navy Uniform Regulations and proper military grooming standards.

3-17 Reproduction and Distribution

a. A complete Distribution Plan shall be prepared for all categories of productions. The plan shall include the total number of copies required, the distribution format(s) and the proposed dis-

position of each copy. The plan shall accompany the DD 1995-1

b. Reproduction of VI productions is restricted to those activities authorized by OP-09BG to do reproduction.

c. Category 2 and 3 productions normally shall be reproduced by a Class C or D activity and distributed by JVIA Tobyhanna Army Depot. VIMOs shall ensure that distribution data from the DD 1995-2 is entered into the VI Production file of the DAVIS.

d. Purchased, leased, rented or adopted commercial productions are authorized for exhibition in the original distribution format(s) only, and shall not be reproduced. Federal copyright laws and specific procurement conditions govern each product title.

3-18 Legal Releases and Copyright Clearances. The Navy must avoid liability under laws that protect persons and their property from invasion of privacy, trespass, and violation of rights in property. This requirement applies to all materials used in productions. All production activities which produce or otherwise acquire VI materials, in any medium, shall obtain signed releases.

a. The VIMO that validates the production or acquisition of a VI production is responsible for insuring that all rights associated with the production are obtained which permit exhibition to specified audiences. Additional rights granting sale to the public, or duplication of the VI production should be acquired, as applicable. Legal review must be accomplished after the production has been completed and before it is submitted for public clearance review and distribution.

b. Signed release forms are required from:

(1) Persons who either appear in, or whose voices are used in, a production;

(2) Persons whose minor children, real estate, or other private property appears in any production;

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c. No release is required from active duty military personnel, including midshipmen of the US Naval Academy or DoD civilians, performing their official duties.

d. Under most circumstances, an individual's expectation of privacy changes with the situation. Releases should be obtained from those persons depicted in commonplace, secluded, or unspectacular situations. Newsworthy or public events provide little, if any, expectation of privacy and therefore do not necessarily require releases (i.e., if an individual is part of a crowd, no release is required); conversely, when an individual is a central figure in a scene, a release is required, regardless of the brevity of the scene).

e. Separate clearances are always required for production sound tracks as follows.

(1) Any production activity which produces or otherwise acquires VI productions, or records locally originated programs, shall insure that all program material, including music, is properly cleared. Before recording, the production activity shall acquire from copyright holders or their agents, licenses sufficient for the uses for which the product or recording is intended. The VI production activity shall prepare source records of all music and other sound material in sound tracks or audio recordings, and place them in the official production folder.

(2) The use of copyrighted sound material in productions applies to copyrighted music or sound effects. Usually royalties are payable to the copyright owner for each use, i.e., each individual "start" of the source recording tape or disc, or each performance of the copyrighted musical score. The amount of the royalty varies. Token fees may be charged for local "in-house" use. Larger fees may be negotiated, depending upon the specific product the music or effect is to be used with, and the extent of distribution or exhibition.

(3) Possession of the source recording or score does not confer any right to reproduce, transfer, or otherwise use or perform the material recorded or scored thereon, either in whole or

in part. A specific license for each use must be obtained from the copyright owner.

f. Signed release forms shall be obtained by the VI production activity and placed in the official production folders. Care must be exercised that licenses for ALL products and uses be worded to:

(1) Convey to the Government the perpetual rights to duplicate, distribute, publish, exhibit, use, or transmit all or any parts of the music or sound effect concerned as incorporated in the production for which the license was acquired, or in any future use incorporating a part of the whole of the production.

(2) Contain statements that the conveyed license rights shall benefit the United States Government, and its officers, agents, servants, and employees, when acting in their official capacities, and any other persons lawfully reproducing, distributing, exhibiting, or otherwise using the production or any portion thereof for which the license was acquired.

g. All VI productions produced for the Navy, regardless of classification, category or intended use, shall undergo a legal review to establish legal clearances, restrictions or conditions imposed at the time of production or procurement. This review is conducted by the local office of the Judge Advocate General (JAG) or Legal Officer, who provides a "status of clearance" statement. Copies of all legal instruments must be forwarded to Patent Counsel. All original releases and clearances must be forwarded to the NAVIMAG-COM for inclusion in the permanent production record. The record of legal review shall become a permanent part of the official production folder.

3-19 Public Exhibition and Sale Clearance.

a. Public clearance shall not be construed to mean clearance for sale, rental, or lease to foreign countries. These require separate clearances.

b. Requests for VI productions under the Freedom of Information Act and the Privacy Act

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require separate clearance. (See SECNAVINST 5720.42D and SECNAVINST 5211.5C)

c. Approval for public exhibition or sale of unclassified Navy VI productions is a two-step process:

(1) The production is reviewed to determine legal clearance for public exhibition/sale, or if legal restrictions or conditions imposed at the time of production or purchase will prevent legal clearance for public exhibition/sale; and

(2) The production is reviewed to determine if its content is accurate and appropriate for public exhibition/sale. This review is conducted under SECNAVINST 5720.44A.

d. VIMO's shall submit to CHINFO for public clearance all productions that have been determined, at some later stage of production or internal use, to be valuable to Navy or DoD public information programs. Completed productions intended for public release shall be submitted to CHINFO for approval with the following data.

(1) DD 1995-1 and DD 1995-2, completed (copy or print-out).

(2) Copy of legal review of the production and recommendation for public release.

e. Before commitment of production funds, Navy activities shall submit to CHINFO scripts or plans for all proposed VI productions intended primarily for public release for approval by ASD(PA) under SECNAVINST 5720.44A.

f. The public shall have access to all unclassified information (unless it is exempt from disclosure under the Freedom of Information Act). Legal restrictions or conditions imposed at the time of production or acquisition and internal Navy restrictions will be considered in determining whether to authorize a Navy VI production for exhibition. Public clearance designators for VI production include:

(1) Cleared. Those granted public clearance by the ASD(PA). They may be loaned or exhibited to the public without restriction. These designated VI productions have no legal or secu-

rity restrictions, and are unconditionally releasable to the public for exhibition purposes. These productions may also be available for sale or rental to the public through the National Audio-visual Center.

(2) Not Cleared: Navy VI productions that have not been processed for public exhibition/sale clearance shall be designated "Not Cleared." Also designated "Not Cleared" are all those productions whose performance, display, exhibition, use, reproduction, distribution, public sale or disclosure are limited by the following: security classification; rights retained by copyright owners or talent; statutory grants, agreements; or privacy rights. A "Not Cleared" production may be re-categorized for release when public clearance has been granted by ASD(PA) after coordination with CHINFO. Navy VI productions that have not been processed for legal review or public clearance must be categorized as "Not Cleared" until public clearance is granted.

g. Distribution of Navy VI productions shall not be made until the necessary public release and legal clearance information is provided

3-20 Review for Obsolescence

a. The VIMO shall insure that active status VI productions are reviewed for obsolescence within 36 months after initial distribution and annually thereafter by the Office of Primary Responsibility (OPR).

b. Before a VI production is declared obsolete, the OPR or the VIMO shall coordinate with other VIMOs to insure the production is no longer useful, appropriate or required by them, the NAVRESFOR, Naval Reserve Officers Training Corps, or Naval Junior Reserve Officers Training Corps.

c. A VI production shall be declared obsolete when it reflects any of the following and is of no historical value:

(1) Outdated Navy, DoD and Federal Government policy statements and program objectives.

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(2) Procedures, operations, tactics, techniques, and doctrine that are no longer current or meet product objectives.

(3) Use of Government personnel is inconsistent with current Navy personnel policy

d. An obsolete VI production which has continuing value for historical significance shall be referred to the Director of Naval History (OP-09BH) for determination of historical designation. If determined to have historical significance, the production shall be designated, "HISTORICAL," and a "HISTORICAL" label will be affixed to the outer container of each copy. Before each exhibition or use, audiences shall be informed that the product does not reflect current Navy or DoD doctrine, policy or procedures by the addition of a disclaimer.

e. To report changes in status, the production activity must complete an updated DD 1995-2 and submit to NAVIMAGCOM as part of the annual report.

f. Copies of obsolete productions shall be removed from the distribution system.

g. Productions which have been declared obsolete may be reactivated after review and approval by OP-09BG

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FY/QT	PROGRAM EDITION	SUBJECT MATTER UNDECIDED	SUBJECT MATTER DECIDED	PROPOSED TITLE
FY + 2 (2nd Qtr)	1st Draft ⁽¹⁾	80%	15%	5%
FY + 2 (4th Qtr)	2nd Draft ⁽²⁾	50%	30%	20%
FY + 1 (2nd Qtr)	3rd Draft ⁽³⁾	20%	30%	50%
FY + 1 (3rd Qtr)	Final Draft ⁽⁴⁾	10%		90%
FY + 1 (4th Qtr)	The Program ⁽⁵⁾	5%		95%

TABLE 3-1

(1) Based on historical data, the first draft of the program plan projects costs for production by Category with some idea as to subject matter and working titles. This first draft correlates in time with, and supports, the Program Objectives Memorandum (POM) for FY + 2

(2) As requirements become known, fewer cost estimates should be labeled as "undecided" in the second draft. Greater knowledge of subject and working titles should be known at this stage. This draft correlates with, and supports, the Budget Estimates for FY + 2.

(3) The third draft trend, as in the second draft, continues to reduce unknowns. This draft correlates in time with, and supports, the POM + 1.

(4) The undecided subjects and working titles should be minimized in the final draft. This draft correlates in time with, and supports the POM for FY + 1.

(5) The Navy Annual Production Schedule is a fine tuned version of the final draft. This document correlates in time with, and supports, the Best Estimate Submission (The Presidents Budget) for FY + 1.

NAVY ANNUAL VI PRODUCTION PROGRAM SCHEDULE

(CATEGORIES 1, 2 & 3)

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SUMMARY OF VI PRODUCTION AND REPRODUCTION RESPONSIBILITIES

REQUIRE- MENT	CATEGORY 1 (Class B Activity) Supports base and Major Claimant requirements.	CATEGORY 2 (Class C Activity) Supports Navy requirements.	CATEGORY 3 (Class D Activity) Supports DOD and joint- interest requirements.
Number of copies	As required	As required	As required
In-house production total direct cost*	Not to exceed \$25,000	Not to exceed \$50,000	As approved
Procurement (Acquisition) Off - The - Shelf	Per paragraph 3-10	Per paragraph 3-10	Per paragraph 3-10
Production Media	As required	As required	As required
Public Exhibition	Per SECNAVINST 5720.44A	Per SECNAVINST 5720.44A	Per SECNAVINST 5720.44A
DD Form 1995- 1/2	Required	Required	Required
Subject Search	Required	Required	Required
Distribution Plan	Required if over 15 copies	Required	Required
Validation	Functional Management Office at VIMO level	Functional Management Office at CNO level	Functional Management Office at DOD level
Approval	VIMO	OP-09BG	OP-09BG/AFIS/DAP
Production Numbering	PAN issued by VIMO	PIN issued by OP-09BG	PIN issued by AFIS/ DAP
DAVIS (Input)	Not Required	Required	Required
Production	Class B or C	Class C	Class D
Acquisition	Class B or C up to 15 copies per title or \$5000 per title	Class B or C when over 15 copies per title or \$5000 per title	Class D
Reproduction	Class B or C up to 15 copies	Class C	Class D
Distribution (Initial)	Class B or C up to 15 copies	Class E	Class E

TABLE 3-2

* NOTE. The following cost definitions should be applied when using this table.

DIRECT PRODUCTION COSTS: These costs include all direct expenses that can be identified with a specific production, from its validation through its completion. The cost of duplication or distribution should not be included as direct production costs. (See Table 3-3.)

CONTRACT ACQUISITION COSTS: These costs include all contract costs for production services or purchase costs for a commercial, off-the-shelf production. These costs may include additional charges to the VIMO by NAVIMAGCOM to recover costs such as travel, per diem, etc., that NAVIMAGCOM incurs in administering the contract to produce, reproduce or distribute the VI production. (See Table 3-3.)

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PRODUCTION COSTS In-house Productions

In house productions are the result of products and services supplied directly by the staff of an authorized Navy VI production activity. In-house production cost identification will fall into two general categories. Direct Costs and Indirect Costs. Total production costs will be the summation of these two categories. Direct cost can include any combination of those listed below. This list is not all inclusive.

DIRECT COSTS

LABOR COSTS FOR:	MATERIAL COSTS FOR:
Script Costs: research, writing, typing reproduction, artist, still photography	Film and Laboratory: picture developing, picture work print, internegative, answer print, check print, release print, film stock, sound negative or magnetic track, sound developing, sound printing, magnetic tape, fine grains or separation positives for opticals, video/optical or laser disc master, including IVD
Production: producer, director, assistant director, unit manager, studio manager, lighting director, etc.	Optical Work: wipes, double exposure, special effects
Animation: art department, computer animation camera, artist	Tape and Film Stock: production videotape, master videotapes, audiotapes, film processing, film print costs, slide processing and mounting
Sound: recording, recording transfer, dubbing, music and effects, mixing	Tape Duplication and Transfer: tape and disc duplicates, film to tape and disc transfer, time base correction
Hired Talent: narrator, wardrobe, makeup, speaking actors, non-speaking actors	OTHER DIRECT COSTS FOR:
Camera and Sound Crew: camera(s), electrician mixer-recorder, boom, grips, prompter operator	Music: stock music, original music orchestration
Technical: camera operator, audio operator, technical director, video recorder operator, video engineer	Equipment Rental: camera, sound, electrical, studio and location, videotape recorders, mobile unit
Sets: design, construction, dressing, props	Purchases and Services: stock shots, assembly
Cutting and Editing: editor(s), projection, cutting room	Consultant and Service Fees (as pertains to the individual production)
Management and Supervision (only those expenses above the routine effort peculiar to an individual production). Add 5% of the cost of the production to cover these administrative costs.	Travel and Per Diem

TABLE 3-3

NOTE: Not more than 49% of the direct costs of any production may be the result of commercial source(s) providing VI products or services to an authorized Navy VI production activity through contract or purchase order.

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PRODUCTION COSTS In-house Productions

Indirect costs can include any combination of the categories listed below. This list is not all inclusive, but should suffice for all but the exceptional items of cost

INDIRECT COSTS

Rental space	Vehicle rental
Duplication equipment lease	Processing chemicals
Clerical	Safety equipment
Telephone and telegraph	Trucking and shipping
Miscellaneous supplies (paper, pencils, etc)	Reels, cans and boxes
Insurance, licenses/permits, indemnity bonds	Shipping cases, postage, shipping fees
Utilities (electrical, gas, water)	Videotape, videocassette, laser, disc (including IVD) containers

TABLE 3-3 Continued

NOTES:

1 Production costs (direct and indirect) will be identified for each production and will be controlled and maintained on an individual, auditable record from production approval through completion. These costs will be reported on the DD 1995-2 and the DD 2054/1 and DD 2054/2. Production costs charged to the customer depend on funding arrangements established by, or for, each production activity. Reproduction and distribution costs shall be maintained separately from production costs.

2 Category Cost Thresholds

a Category 1 Productions. The direct production costs shall not exceed \$25,000 (See Table 3-2). When the production cost estimate for a Category 1 production exceeds the authorized limit, the production shall either be downgraded so that its costs are below the authorized ceiling or upgraded to Category 2. Correspondingly, a higher level of approval must be obtained before production.

b Category 2 Productions. The direct production costs shall not exceed \$50,000 (see Table 3-2) without documented OP-09BG approval. When the direct production costs are estimated to exceed \$50,000, a joint-interest review shall be required before production approval except when the validating and approving officials certify that the subject matter and applicability are limited to a specific organization or functional area.

c Category 3 Productions. The total production cost shall not exceed the budgeted amount.

3 Procurement of VI Productions by Contract. The NAVIMAGCOM is the sole Contracting Activity within the DON authorized to procure VI productions or VI scripts and productions separately under the Federal Uniform AV Production Contracting System. While the costs for contract productions assigned to the NAVIMAGCOM for contract acquisition by OP-09BG may include many of the same elements identified for in-house productions, cost accumulation will be a summation of a and b. below for each production.

a. The actual contract (or purchase order in the case of scripts procured separately from a production) award price, plus any subsequent modification(s) thereto.

b. In-house expenses associated with bid evaluation, negotiating, awarding and managing an individual contract. This will include the net identifiable additional costs of the VI services, for example, travel and per diem for project officers, technical advisors, etc.

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CHAPTER 4

CONTROL AND USE OF COPIES OF VI PRODUCTIONS

4-1 General

a. Each VIMO manages Category 1 production copies for the local originator of the production. Category 2 and 3 VI production copies are managed by the VI Inventory Control Point (ICP) that supports the Navy:

**Joint Visual Information Activity
(ASNV-OJVT-ID)**

Tobyhanna Army Depot, PA 18466-5102

b. All copies of VI productions must be identified with the following information: a Production Identification Number (PIN); Production Authorization Number (PAN); main title, series title (when part of a series); legal clearance and restrictions; length and number of unit; security classification of both the title and the production itself, including authority, downgrading and declassification instructions; and, serial identification assigned to each copy for inventory control purposes.

4-2 The Navy ICP:

a. Accounts for all copies stocked and distributed;

b. Makes initial distribution of copies to the two General Navy VI libraries and to end users according to distribution plans approved by OP-09BG;

c. Makes supplemental distribution of copies of Navy-produced VI productions to VISCs, and makes supplemental distribution to individual users, when specifically tasked;

d. Collects exhibition, attendance and other appropriate use data on VI productions for reports to VIMOs and OP-09BG;

e. Maintains inventory levels of copies at the two Navy General VI libraries;

f. Refers all requests for sale or rental of cleared Navy VI productions to the National

Audiovisual Center or the Navy Office of Technology Transfer and Security Assistance (NAVOTTSA) as appropriate.

4-3 Department of the Navy VI Library System.

There are three types of Navy VI collections.

a. Two General VI libraries, located at the Naval Education and Training Support Centers, Atlantic and Pacific (Norfolk, VA and San Diego, CA) These libraries provide across the counter loans to: local-area fleet and shore activities; mail-order loans to Navy activities world-wide, DoD Component activities, Federal agencies; the public (when productions have been cleared for public release); and foreign interests (as authorized by NAVOTTSA in coordination with OP-09BG.)

(1) Requesters located east of the Mississippi River and in the North and South Atlantic Areas, Europe, the Middle East, Africa, Central and South America shall forward mail-order requests to:

**Commanding Officer
Naval Education and Training Support
Center, Atlantic (Code N5)
Building W-313, Naval Station
Norfolk, VA 23511-6197**

(2) Requesters located west of the Mississippi River and in the Pacific, the Far East, South Asia and Indian Ocean areas shall forward mail-order requests to.

**Commanding Officer
Naval Education and Training Support
Center, Pacific (Code N52)
San Diego, CA 92132-5105**

NOTE: Loan requests will not be accepted via telephone.

b. Base VISC libraries which provide across the counter loans to base tenant activities, such as those maintained by a Fleet Aviation Specialized Operational Training Group (FASOTRAGRU) or a Naval Hospital Biomedical Communication Center.

c. User activity VI holdings are collections of copies of VI productions held by Navy activities for repetitive, internal use.

d. All authorized VISC libraries should be staffed, equipped, and funded to provide the following minimum support services:

(1) Make across the counter loans of VI production copies;

(2) Provide VI production information from the DAVIS;

(3) Loan and maintain VI presentation equipment;

(4) Account for, inspect, clean, repair, and store copies of VI productions under proper environmental standards;

(5) Collect exhibition, attendance, and other use data on loaned VI productions and report to ICP when requested. and

(6) Maintain required VI library administrative records.

e. VI libraries must maintain the following administrative records:

(1) Loan account numbers for each ship, submarine, office, command or organization supported;

(2) Master VI Production Inventory Transaction File. This file contains a record for each VI production for which the VISC library is accountable. This record indicates the PIN and title, the current inventory status of each copy, receipt and issue data, the security classification and public clearance data. Additional data is required for productions that are needed to support a formal course. Include curriculum data, name of command that conducts the course and the convening dates of the courses;

(3) VI Production Copy Booking File. This file contains a record for each VI production copy and provides space for each day a production copy can be loaned to a user. This record indicates pickup or shipping dates, lead time, and the user account number,

(4) Loan Follow up File. This file contains a copy of the loan order and is filed in return sequence. Commands that fail to return loan copies should be notified on the date specified of their delinquency,

(5) Booking Request Log. This log contains the loan order number, request reference, and the date copies were picked up or shipped;

(6) Copy Replacement and Stocking Requirements File. This file contains copies of supplemental stocking orders forwarded to the ICP. This file should be divided into two sections. One section is for orders for copies of VI productions for which an actual or continuing requirement exists. The other section is for orders of copies for anticipated requirements; and

(7) Exhibition and Attendance Data Record. This record contains the number of times shown, the number of persons viewing and the type of audience. At the end of each fiscal year the ICP will provide each VISC library with blank inventory and utilizations reports, which are to be completed and returned.

f. User Activity VI Holdings. Activities must justify each request for initial or additional distribution, if the production is to be used and retained by other than authorized Navy General or VISC libraries. This justification for user activity VI holdings must be provided to OP-09BG and include.

(1) User activity name.

(2) Number of copies and formats;

(3) Number of times each copy will be used during the first year and first five years; and

(4) An explanation of why the Navy Library System cannot meet the needs of the requester

g. Each base VISC library must report annually a summary of its VI holdings, loan transactions, costs, etc, on DD 2054/2, Audiovisual (AV) Annual Report (RCS. DD-PA(A)1438(5290)). (See Chapter 5)

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4-4 Distribution of Copies of VI Productions.

a. No more than fifteen (total) duplicate copies of Category 1 productions may be reproduced or distributed locally by a Class B activity. (Classes of VI activities are defined in Table 1-1) If more than fifteen copies are needed, the requirement must be handled as a Category 2 production. Exceptions to the 15 copy limitation are authorized for student training activities and the Commander, Naval Reserve Force.

b. The ICP provides the initial and supplemental distribution of copies of approved Category 2 and 3 VI productions to authorized VI libraries and to user activities after approval by OP-09BG.

(1) The initial distribution requirements for each Category 2 or 3 production must be attached to the DD 1995-1, validated by the VIMO and approved by OP-09BG.

(a) Category 2 productions must be reproduced through Class C or D activities. Distribution of these products is made through Class J activities, e.g., the ICP.

(b) Generally, Category 3 productions are reproduced and distributed through Class D and J activities respectively. Initial reproduction and distribution of contract Category 3 productions that are part of mixed media packages intended for formal education and training or recruiting programs may be excluded if the reproduction and distribution are part of the original contract. Subsequent reproduction and distribution shall be handled by Class D and E activities.

(2) Supplemental distribution requirements are established as follows:

(a) Base VISC libraries may order additional copies from a General VI library.

(b) Additional copies for direct shipment to user activities, when validated and funded by major claimants, may be added to distribution plans only after approval by OP-09BG

(c) The ICP may distribute additional copies only if such requests are validated by VIMO and approved by OP-09BG.

4-5 Formats for Distribution Copies. All formats may not be available for all titles in the VI library system. Only 1/2" BETA I & II, 1/2" VHS, 8mm and other visual based formats may be available in most cases in the near future.

4-6 Loan of Copies of VI Productions. The two General VI libraries may loan copies of VI productions as follows:

a. Short term loans are for up to two weeks, to Navy, other DoD and Federal Government activities, and to the United States public (in this order of priority) without time extensions

b. Long term loans (more than 2 weeks) shall be made only to Navy commands when copies of a VI productions are required for educational, training or information programs and will be used eight or more times during each consecutive annual loan period. When an urgent loan requirement exists elsewhere, copies on long term loan may be recalled temporarily. All copies of long-term loan must be returned to the loaning library at 12 month intervals to be inspected, cleaned, and repaired or replaced as necessary.

c. Deployment loans shall last only for the duration of each deployment. Copies must be returned to the loaning library promptly at the end of each deployment for inspection, cleaning and repair.

4-7 Standardized VI Loan Request. Each loan request should contain the following information for each title:

a. PIN, followed by any other known identification numbers;

b. Production Title;

c. Alternate Title(s) and PIN(s) (if applicable and if the production requested is not available).

d. Specify loan format desired and alternative formats that are acceptable:

e. Desired exhibition date(s);

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f. Alternate exhibition date(s); and

g. Full mailing address of requester, Unit Identification Code (UIC Required), primary point of contact including name, signature and Code, and AUTOVON and Commercial telephone numbers.

4-8 Loaning Copies of Unclassified VI Productions

a. Navy commands, other DoD Components, and other Federal agencies are authorized to borrow copies of unclassified Navy VI productions with certain restrictions.

b. Copies of Navy VI productions designated "cleared" also may be loaned to the United States public and state and local governments. Copies of "cleared" VI productions are available for sale or rental to the public through the National Audiovisual Center.

c. Copies of "not cleared" unclassified productions may be loaned to DoD contractors in support of an active contractual requirement.

d. Priority shall be given to naval commands when insufficient copies are available to satisfy all requests or when a non-naval loan request conflicts with naval requirements.

4-9 Loaning Copies of Classified VI Productions

a. Copies of classified Navy VI productions are restricted to naval and other DoD activities whose missions and functions require access to the classified information. The handling and control of copies of classified productions must follow OPNAVINST 5510.1H, The Department of the Navy Information and Personnel Security Regulation.

b. Copies of classified productions may be loaned to DoD contractors only after their facility clearance and need to know have been validated.

c. Submit requests for loan of classified productions in writing. Include a DD 577, Signature Card, if the requester does not have a current card on file. The DD 577 must be signed by both the requester and the authorizing authority, and

must include the requesters level of clearance, other special authorizations and a "need to know" statement.

4-10 Exhibition and Attendance Data. All Navy commands report the data concerning audience and user reaction, effectiveness, information value and technical content of each used production. Report the number of times each production is shown, the number of people viewing, type of audience (e.g., active duty Navy, Reserve forces, other DoD, other Federal Agency, public, etc.) and the physical condition of each copy. Include this information with each copy returned from a short term or deployment loan. Each command holding long term loan copies forward this information for each copy by the seventh calendar day of each month to the loaning VISC library.

4-11 Internal Exhibition and Distribution Restrictions. The VIMO that validates the requirement or that endorses the accuracy of the subject matter may assign internal naval exhibition restrictions to a VI production. These restrictions may limit the types of activities or specify audiences to whom the production may be exhibited. Internal distribution restrictions should not be confused with legal restrictions for a particular production.

4-12 Copyright Responsibility

a. Copyrighted and proprietary VI productions which have been acquired and adopted for Navy use may be exhibited only in the original format(s) and may not be duplicated. Any use of VI productions must comply with United States Copyright Law (Title 17, U.S. Code) and conditions peculiar to each procurement. Unauthorized use or duplication constitutes copyright infringement. The U.S. Government has no general exemption from copyright infringement liability. Users who violate copyright restrictions may be liable for monetary damages.

b. Copyrighted and proprietary VI productions may not be loaned or exhibited outside of the Navy or duplicated at any time, unless rights for exhibition, use or duplication were specifical-

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ly granted to the Navy by the copyright owner when the productions were acquired or adopted.

4-13 Restrictions Against Alteration and Duplication. Altering, cutting or duplicating VI productions is prohibited without endorsement by the VIMO and approval by OP-09BG. Report and turn in altered copies to the ICP. Altered or cut copies may not be duplicated for distribution.

4-14 Distribution to Foreign Interests

a. Copies of Navy VI productions may not be loaned to foreign governments, international organizations, or other foreign interests. Forward all inquiries to the Navy Office of Technology Transfer and Security Assistance who will provide release authority to the NAVY ICP.

b. Copies of Navy VI productions in the custody of security assistance commands may be exhibited to foreign governments according to authorized disclosure policy, but may not be loaned to foreign governments.

4-15 Disposal of VI Production Copies

a. Excess copies of VI productions must be reported by Navy activities to the ICP for disposition instructions.

b. Worn, damaged, unusable or obsolete copies of VI productions shall be disposed of according to DoD 4160.21-M of September 1982 (NOTAL), Defense Disposal Manual and changes made to the inventory records.

4-16 Exhibiting Historical VI Productions

a. "Historical" status is assigned to productions that may no longer reflect current policies, procedures, technology, etc., but accurately depict past events that have been determined to have historical significance. Copies may be retained at the two General VI libraries for loan because of their historical significance.

b. Before each exhibition or use of "historical" VI productions, audiences should be informed that the productions do not reflect current policy by placing a disclaimer at the beginning of each copy.

4-17 Requests for Noncurrent VI Production Information. Records of VI productions not listed in current catalogs are contained in the DAVIS data bases. Organizations not having access to DAVIS, or commands that need assistance in selecting appropriate VI productions for training, information, and other programs should request information from their VIMO or in writing from the two General VI libraries. Requests must contain, at a minimum, the following information:

- a. Subject area or topic.
- b. Learning/Informational objective(s);
- c. Audience.
- d. VI copy format desired;
- e. Desired exhibition dates(s); and
- f. Requesters identity, command, UIC

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CHAPTER 5

MANAGEMENT INFORMATION SYSTEM

Section A - The Defense Automated Visual Information System (DAVIS)

5-1 General

a. The ASD(PA) maintains the DAVIS as the primary source of information for management and policy decisions, for VI mobilization, wartime contingency planning, for budget, manpower, equipment, production and organization. The DAVIS is the only authorized DoD VI management information system. No other VI management information system may duplicate DAVIS capabilities without the expressed, written approval of OP-09BG, ASD(PA) and ASD(Comptroller).

b. The DAVIS includes:

(1) A VI production data base that provides information about production, acquisition, inventory, distribution, product status, and archival control of current and obsolete VI productions. Under the direction of the appropriate VIMO, designated Navy activities are responsible for insuring that complete Visual Information (VI) Production Reports (DD 1995-2) RCS: DD-PA(AR)1381 (5290) are entered into the DAVIS. The DD 1995-2 is completed and forwarded by the responsible OPR each time there is a status change in a Navy VI production.

(2) A VI resource data base that provides information about DoD VI activities as reported on the Visual Information (VI) Annual Activity Report (DD 2054/1) and the Audiovisual (AV) Production and Library Report (DD 2054/2) RCS:DD-PA(A)1438(5290).

5-2 Access to DAVIS

a. Each VIMO will require access to DAVIS to conduct subject searches, enter, retrieve and correct data, and for other VI management pur-

poses. Other Navy commands may be authorized access after approval by the appropriate VIMO and coordination with OP-09BG. The ASD(PA) funds for DAVIS. Navy commands must fund all other system communication access costs.

b. A DAVIS access identification number and password are required to gain access.

c. Submit requests for DAVIS access via the VIMO to OP-09BG. Each request must include:

(1) Level of access required

(a) Retrieve data: This is the level of access required by most Navy VI activities; or

(b) Retrieve, alter, create, or delete data. This level of access is specifically authorized for OP-09BG as the Navy file manager and certain other Navy activities as authorized by OP-09BG;

(2) Complete SNDL address of the requesting activity, and the short title acronym;

(3) Type of terminal equipment, physical location, and BAUD rate(s);

(4) Name of person responsible for terminal operations, including office symbol and telephone number (AUTOVON and commercial);

(5) Estimated hours of use per week;

(6) Proposed means of communicating with the DAVIS DEC VAX (11/780) computer at Wright-Patterson AFB, OH. VIMO's should communicate with Wright-Patterson AFB at the address listed in paragraph 5-3, concerning the compatibility of systems. Methods of communication between remote terminals and the DAVIS computer include:

(a) AUTOVON;

(b) Commercial long distance.

(c) Wide Area Telecommunications Service (WATS).

(d) Value-added communications carriers (e.g., TYMNET.) TYMNET access numbers shall be provided by OP-09BG after access has been approved.

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(e) Defense Data Network (DDN). The DDN access numbers shall be provided by INFOCEN, after access has been approved. Use of DDN as the lowest cost method is preferred wherever available.

(7) Justification for access to the DAVIS:

(8) Requirements for user training:

d. System ID number and User's Name/Password:

(1) System ID is permanently assigned to a command.

(2) User's Name/Password is issued to the activity for the individual operator and is changed when there is a change in operator personnel.

e. Most current computer terminal equipment or word processors with ASCII communication capability, tied to a modem, can be used with the DAVIS DEC VAX (11/780) computer. Terminal equipment with 1200 BAUD or greater capability is standard for use with the DAVIS.

f. All DAVIS users must have a copy of the DAVIS Users Guide (DoD 5040.2-G) and comply with its provisions. Copies can be obtained from OP-09BG.

5-3 Training Support for DAVIS Users

a. The INFOCEN, Wright-Patterson AFB, provides DAVIS BASIS training for authorized Navy users at no cost (except for travel and per diem). Upon assignment of the individual ID number, requests for DAVIS training should be submitted directly to:

INOCEN
Wright-Patterson AFB, OH 45433
(AUTOVON-785-6175)
Commercial (513) 255-6175

b. All authorized DAVIS User accounts are reviewed every six months to insure that:

(1) primary users have been scheduled for or have attended DAVIS BASIS training. If primary users do not attend training within six

months of receiving their password, that password will be canceled unless strong justification is made to OP-09BG; and

(2) the DAVIS access is actively being used.

Section B - Reports

5-4 Annual Visual Information (VI) Reports

a. The Visual Information (VI) Annual Activity Report, DD 2054/1, shall be prepared by the VI manager and submitted annually to OP-09BG, via the VIMO, by all Navy activities assigned a DVIAN. The signed report shall be forwarded via the chain of command in time to reach the respective VIMO by 15 November.

b. The Audiovisual (AV) Production and Library Report, DD 2054/2, is also prepared by the VI manager and submitted annually to OP-09BG, via the VIMO, by Navy activities that are assigned a DVIAN that includes VI production or base VISC library functions. The signed report shall be forwarded via the chain of command in time to reach the VIMO by 25 October.

c. OP-09BG forwards subject report forms and amplifying instructions to major commands for further distribution to subordinate VI activities. Symbol DD-PA(A)1438(5290) applies.

d. The Commander in Chief, U.S. Atlantic Fleet and the Commander in Chief, U.S. Pacific Fleet may authorize electronic transmission of report data to respective VIMO.

e. Command comptrollers shall provide guidance and assistance to VI managers on the completion of financial information.

f. Each VIMO shall:

(1) Complete DD 2054/1 and 2054/2 to report VI resources and expenditures incurred by the immediate command or headquarters. Include all resources and expenditures for VI productions, products or services that directly support the headquarters or products intended for distribution to subordinate activities. Off-the-shelf purchases that are not reported on a specific

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activity's DD 2054/2 must be summarized and reported on a DD 2054/2 for the entire claimancy;

(2) Ensure reports are prepared and submitted as required for each imaging activity;

(3) Validate all entries on each report for accuracy. Make corrections before submitting reports; and

(4) Submit all completed forms and negative reports as a single package to CNO (OP-09BG), Washington, DC 20374-1681.

(a) Submit the DD 2054/1 package to OP-09BG no later than 15 December.

(b) Submit the DD 2054/2 package to OP-09BG no later than 15 November.

(c) No extensions will be granted.

g Submit corrections or additions to data previously reported, via the chain-of-command, to OP-09BG in the following format:

Report Fiscal Year	Activity UIC
84	00161

Authorization No.(DVIAN)	Segment Block No.	New Data
N0106	21(a)1	\$5,000

h. Exclusions from these reporting requirements are specified in the basic instruction

5-5 Visual Information (VI) Production Report. The Visual Information (VI) Production Request, Evaluation and Approval Report, DD 1995-1 and 1995-2, is used in the life-cycle management for all VI productions. The form and its uses are discussed in detail in Chapter 3.

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Chapter 6

Visual Information Equipment and Material Management

6-1 General. All Navy VI equipment is centrally managed and is funded by the Other Procurement (OP) Appropriation. NAVCOMPT guidelines prohibit procurement of centrally managed items with Operations and Maintenance (O&M) Funds. Central procurement provides greater VI equipment standardization and reduces acquisition and support costs.

COMNAVAIRSYSCOM provides central management for Navy VI equipment including item standardization, managing, cataloging, requirement determination, procurement direction and approval, distribution, logistics supports, and scheduling for repair or disposal determination.

COMNAVAIRSYSCOM directives govern procedures for the management of VI equipment. VI Equipment and Material Allowance Lists are required for all Navy activities and are approved by OP-09BG after technical review by COMNAVAIRSYSCOM.

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APPENDIX A DEFINITIONS

1. **Adopted AV Production.** An AV production produced or commercially acquired by one Component or Federal agency that a DoD Component obtains for its internal use.
2. **Armament Delivery Recording** Motion picture, still photography, and video recordings showing the delivery and impact of ordnance. This differs from reconnaissance imagery in that it records the act of delivery and impact and normally is done by the weapon system delivering the ordnance. Used primarily for evaluating strike effectiveness and for combat crew training. It is also one of the principal sources of over-the-target documentation in force employments.
3. **Audio.** Relating to recording, production, and reproduction of sound, especially the sound portion of a VI production (e.g., a motion picture, videotape, or slide and tape).
4. **Audiovisual (AV) Production.** An AV production is distinguished from other VI productions by the combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for the purpose of conveying information to, or communicating with, an audience. Includes IVD. (See "VI Production" for the definition of all other forms of production.)
5. **Cable Television System (CATV).** Distributes one or more television programs by modulated radio frequency or other signals through a cable distribution system to standard television or radio receivers of subscribers who pay for such service. CATV facilities are commercially owned and operated.
6. **Closed Circuit Television (CCTV).** Point-to-point signal transmission by cable or directional radiation where the audience is limited by physical control or nonstandard transmission.
7. **Combat Camera (COMCAM).** VI documentation covering air, sea and ground actions of armed forces in combat and combat support operations, and in related peacetime training activities such as exercises, war games and operations (See "Video Documentation").
8. **Commercial Activity (CA).** An activity operated and managed by a DoD Component that provides to the Government products or services which are available from private commercial sources.
9. **Commercial VI Production.** A completed VI production, purchased off-the-shelf, i.e., from the stocks of a vendor.
10. **Computer Generated Graphics.** The production of graphics through an electronic medium based on a computer or computer techniques.
11. **Contract VI Production.** A VI production produced by a commercial producer under contract to the DoD.
12. **Customer Representative (CR).** The CR represents the requesting Component or Agency at the production activity, ensures that the script and production conform to Component or Agency policy and objectives, has approval authority over script and production at established milestones; works with the Component or Agency's Technical Advisor and the production activity's Project Officer to determine or arrange for production logistics support (personnel, facilities and equipment). (See "Technical Advisor".)
13. **Dedicated VI Activity.** A VI activity whose products and services are provided only to a specified organization or function. Includes activities within deployable elements of the operating forces.
14. **Defense Automated Visual Information System (DAVIS).** A standard DoD-wide ADP system for VI management purposes at DoD Component and major command levels. It includes a production data base covering production, acquisition, inventory, distribution,

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product status, and archival control of AV productions and VI materials; and a VI facilities data base that includes activities, facilities, personnel, and funds.

15. Direct Cost. Any item of cost (or the aggregate thereof) which may be identified specifically with any objective, such as a product, service, program, function, or project: usually, but not necessarily, limited to items of material and labor. The distinction between direct and indirect costs is often arbitrary or is based on convenience and cost accounting simplicity without sacrifice of reasonable accuracy in overall costs of specific objectives.

16. DoD Component. An organization that is part of the office of the Secretary of Defense (and its field activities), one of the Military Departments, part of the Organization of the Joint Chiefs of Staff, one of the Defense Agencies, or one of the Unified and Specified Commands.

17. Electronic News Gathering (ENG). A form of electronic journalism. The application of a portable video system to record newsworthy events.

18. End-Item (Equipment). A final combination of products, component parts, or material that is ready for its intended use (e.g., a photographic enlarger with lenses and negative carriers).

19. Executive Agent. A DoD Component to which responsibilities and authority have been assigned to carry out certain duties centrally that would otherwise be exercised by the DoD Components individually

20. Film or Video Clip. A limited form of VI product. An assemblage of motion picture footage or videotape (usually documentary) in continuity, usually without editorial or optical effects, and normally without audio except that recorded during the documentation using single system sound or video recording. Simple titles may be used for identification purposes

21. Graphic Arts. Relates to the design, creation and preparation of two- and three-dimensional visual aid products. Includes charts, graphs, posters, and visual materials for brochures, covers, television, motion pictures, printed publications displays, presentations and exhibits prepared manually, by machine or by computer.

22. Identifiable Additional Costs. Costs incurred to support the customer that are above the suppliers normal operating costs.

23. Indirect Costs. An item of cost (or the aggregate thereof) that is incurred for joint objectives and may not be identified specifically with a single final objective, such as a product, service, program, or project.

24. Intelligence Report. A VI report. An assembly of VI documentation prepared to fulfill a duly assigned responsibility for intelligence collection, analysis or dissemination.

25. Interactive Videodisc System (IVD). A visual medium for instructional delivery that employs the integration of videodisc or compact disc with computer technologies to provide a high degree of interaction between the student and the instructional program. IVD uses a computer driven videodisc or compact disc player to randomly access selected sequences of frames to present visually based interactive courseware.

26. Interagency Support. Support provided by a Military Department or Federal agency for another Military Department or Federal agency.

27. VI Inventory Control Point (VI ICP). An organizational unit or activity which is assigned the primary responsibility for the material management of VI material, products, productions, and records. Material inventory management includes cataloging direction; requirements computation; procurement direction; distribution management; disposal direction; and, generally, rebuild direction.

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28. Joint-Interest Production. A VI production in which each of two or more DoD Components share some degree of interest, contribute support and intend to use.

29. Joint Visual Information Services (JVIS). VI services operated and maintained by a DoD Component to support more than one DoD organization.

30. Mixed Media. A combination of one or more VI media and one or more non-VI media, such as a film strip and accompanying printed material.

31. Motion Media. A series of images, viewed in rapid succession giving the illusion of motion, obtained with a motion picture or video camera.

32. Multimedia. A combination of more than one VI medium used in a single production.

33. Naval Imaging. The collection, processing, storage, retrieval and exploitation of representations through photographic, electronic or electro-optical means in support of Navy missions and tasks. The term includes the DoD term, "Visual Information".

34. Original. The initial photographic image, photographic or magnetic sound recording, or video recording as compared with subsequent stages of duplication. Frequently referred to as record (VI) material.

35. Operational Documentation (OPDOC). VI documentation of activities to convey information about people, places and things. It is general purpose documentation normally done in peacetime. (See "VI Documentation").

36. Optical Instrumentation. Use of optical systems, coupled with photographic or television recording devices that may include audio, to record scientific and engineering phenomena for measurement and analysis. It may include the recording of data to correlate optical images to time or space positions, or other engineering data.

37. Performers. Persons who play dramatic roles, narrate (on or off screen), pose or otherwise perform in VI productions.

38. Permanent VI Record Material. Those VI products which document the organization, functions, policies, procedures, personalities, essential transactions, and significant mission and support activities of the DoD, a DoD Component, or a subordinate element thereof. Includes those VI products containing information that is unique in substance, arrangement or manner of presentation; depicting phenomena, utilizing or depicting new technology; representing an advance in the state-of-the-art, and/or having current or potential value from an historical perspective

39. Photojournalism (PJ). Conveying a story through still photography of a significant DoD event, normally to support the news media or internal DoD publications.

40. Preprint Material. For motion picture, all original picture and sound material, organized in finished, synchronized form as matrices for the reproduction of projection prints directly from "A" and "B" rolls or from an internegative. (The equivalent in video is the edited master)

41. Production Costs. All direct and indirect costs incurred from the time of activation through approval of the first acceptance copy of the production. This does not include the cost of copies for distribution

42. Production Files. The textual records which pertain to each VI production.

43. Proprietary VI Production. A completed VI production, including IVQ, acquired from a proprietary source, either profit or non-profit. Includes commercial VI productions.

44. Ready Access File. A collection of VI products, in one or more formats, for which there is a frequent requirement, which are maintained at a customer service point for issue to authorized customers at the time of request to reduce delays in service. Once in a ready access file, items may be kept in this status as long as demand justifies.

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45. Reproduction. The making of copies from an earlier generation of VI materials. It includes all copies beyond the original or master copy.

46. Semi-current Records. Records, not qualifying as current records, required so infrequently in the conduct of current business that they should be moved to, and maintained by, a records center.

47. Still Photography. The medium used to record still imagery; includes negative and positive images.

48. Technical Advisor (TA). A component or agency representative having detailed knowledge of the subject matter of a VI production requested by a Component or Agency. He is assigned to assist the production activity by ensuring technical accuracy of a production script and the production itself. Additionally, the TA, with the Command Representative and the production activity's project officer, is responsible to arrange for production logistic support (personnel, facilities and equipment).

49. Technical Documentation (TECDOC). VI documentation (with or without sound as an integral documentation component) of an actual event made for evaluation purposes. Typically, TECDOC contributes to the study of human or mechanical factors, procedures, and processes in the fields of medicine; science; logistics; research; development, test and evaluation; intelligence; investigations; and armament delivery.

50. Technical Guidance. Specialized or professional guidance and direction exercised by an authority of the naval establishment in technical matters.

51. Technical Report. A VI report. An assemblage of TECDOC (still or motion media) to report on a single mission or project-related event.

52. Video. Electronic recording and playback of imagery.

53. Video-conferencing. Two-way electronic voice and video communication

between two or more locations; may be interactive voice and video, or two-way voice and one-way video; includes full-motion video, compressed video, and freeze (still) frame video.

54. Visual Information (VI). Use of one or more of the various visual media with or without sound. VI includes still and motion picture photography, video recording with or without sound, graphic arts, visual aids, models, displays, visual presentation services, and the support processes.

55. VI Activity. An organizational element or a function within an organization in which one or more individuals are classified as VI, or whose principal responsibility is to provide VI services. VI activities include those that do the following:

- a. expose and process original photography;
- b. record, distribute, and broadcast electronically (video and audio);
- c. reproduce or acquire VI products;
- d. provide VI services;
- e. distribute or preserve VI products;
- f. prepare graphic artwork;
- g. fabricate VI aids, models, and displays;
- h. provide presentation services or manage any of these activities.

56. VI Distribution. The cataloging and distribution process of the central distribution activities and the loan operations of base VISC libraries.

57. VI Documentation (VIDOC). Motion media, still photography, and audio recording of technical and non-technical events, while occurring, and usually not controlled by the recording crew. VIDOC encompasses COMCAM, OPDOC, and TECDOC.

58. VI Equipment

a. **Production Equipment:** Items used for the recording, producing, reproducing, processing, broadcasting, editing, distribution, exhibiting, and storing of VI. Includes professional still,

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motion picture and video cameras; editing equipment; telecine equipment, audiotape and cassette duplicators; computer generated graphics systems; IVD systems, film and paper processing equipment; photographic printers. Most VI equipment is in Federal Supply Class (FSC) 6700, 5820, 5835, and 5836.

b. **Non-Production Equipment:** Items used to maintain, repair, store, retrieve, exhibit or otherwise provide for the use of VI products. Includes videotape/disc players and television monitors, slide, film strip, motion picture, viewgraph, opaque and video projectors.

c. When items that could otherwise be identified as VI equipment are an integral part of a non-VI system or device (existing or under development), they shall be managed as a part of that non-VI system or device.

59. VI Facility. A building or a space within a building or ship, owned or operated by the Federal Government, that houses an approved VI activity. Transportable or portable VI equipment (such as a video recording van or portable VI equipment used in a temporary housing) also shall be classified as a VI facility

60. VI Functions. The individual VI processes such as production, documentation, reproduction, distribution, records preservation, presentation services, VI aids, fabrication of models and displays, and related technical services.

61. VI Library. A VI facility which loans and maintains VI media and equipment.

62. VI Management Office. A staff office at the CNO, major claimant (MCVIMO), major command or other management level, which prescribes and requires compliance with policies and procedures and reviews operations.

63. VI Materials. A general term which refers collectively to all of the various VI still and motion films, tapes, discs, or graphic arts. Includes the original, intermediate and master copies, and any other recorded imagery

64. VI Personnel. Personnel possessing professional qualifications recognized by the private sector, or the DoD, and performing or supporting VI functions.

65. VI Production. The process of combining or arranging any separate audio or visual product(s) in continuity in a self-contained, complete presentation that is developed according to a plan or script for conveying information to, or communicating with, an audience. A VI product is also the end item of the production process. The special kind of VI production that combines motion media with sound is further defined as "AV production." Used collectively, VI production refers to the functions of procurement, production, or adoption from all sources, i.e., in-house or contract production, off-the-shelf purchase, or adoption from another Federal agency

66. VI Products. VI media elements such as motion picture and still photography (photographs, transparencies, slides and film strips), video and audio recordings (tape or disc), graphic arts (including computer generated products), models, and exhibits. The "VI production" is a unique form of VI product and usually is addressed separately.

67. VI Records. VI materials, regardless of format, and related textual records.

68. VI Records Center. A facility, sometimes specially designed and constructed, for the low-cost and efficient storage and referencing of semi-current records pending their ultimate disposition.

69. VI Report. VI documentation assembled to report on a particular subject or event.

70. VI Resources. The personnel, facilities, equipment, products, budgets, and supplies that comprise DoD VI support

71. VI Services. Those actions that:

a. Result in obtaining a VI product.

b. Support the preparation of a completed VI production such as photographing, processing,

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duplicating, sound and video recording, instrumentation recording, film to video transferring, editing, scripting, designing, and preparing of graphic arts.

c. Support existing VI products such as distribution and records center operations.

d. Use existing VI products, equipment, equipment maintenance, and activities to support other functions such as projection services, operation of conference facilities, video-teleconferencing, or other presentation systems.

72. VI Support Center (VISC). The VI activity that provides general support to all installation, base, facility or site organizations or activities. It may include: motion picture, still photo, television and audio recording for nonproduction documentary purposes, their laboratory support, graphic arts, VI library and presentation services.

73. VI System. Equipment or a group of equipment (including IVD and/or visually based equipment) which performs a VI function, produces a VI product, or provides a VI service.

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APPENDIX B

REPORTS / FORMS

1. Reports The following reports are approved for 3 years only from the date of this directive

a. Visual Information (VI) Annual Activity Report (DD 2054/1), Chapter 2, is assigned Report Control Symbol DD-PA(A)1438(5290).

b. Audiovisual (AV) Production and Library Report (DD 2054/2), Chapter 3, is assigned Report Control Symbol DD-PA(A)1438(5290).

c. Visual Information Production Request, Evaluation and Approval (DD 1995-1 and DD 1995-2), Chapter 3, is assigned Report Control Symbol DD-PA(D)1381(5290)

2. Forms

a. The following forms are available through local supply channels per NAVSUP P-2002

(1) Request for Audiovisual Services, OPNAV 5290/1 (2-83), S/N 0107-LF-031-5081

(2) DD 2537, MAR 89, Visual Information Caption Sheet, S/N 0102-LF-006-9400

(3) DD 1995-1, AUG 87, Visual Information Production Request, Evaluation and Approval, S/N 0102-LF-019-9511.

(4) DD 1995-2, AUG 87, Visual Information (VI) Production Report, S/N 0102-LF-019-9506.

(5) DD 1149, MAR 89, Requisition and Invoice/Shipping Document, S/N 0102-LF-007-2300.

(6) DD 577, MAY 88, Signature Card, S/N 0102-LF-006-1001

b. The following forms are available from CNO (OP-09BG).

(1) Navy Visual Information Activity Authorization/Request, OPNAV 5290/3, JUN 89.

(2) Visual Information (VI) Annual Activity Report, DD 2054/1, is distributed annually by OP-09BG to designated Navy VI activities.

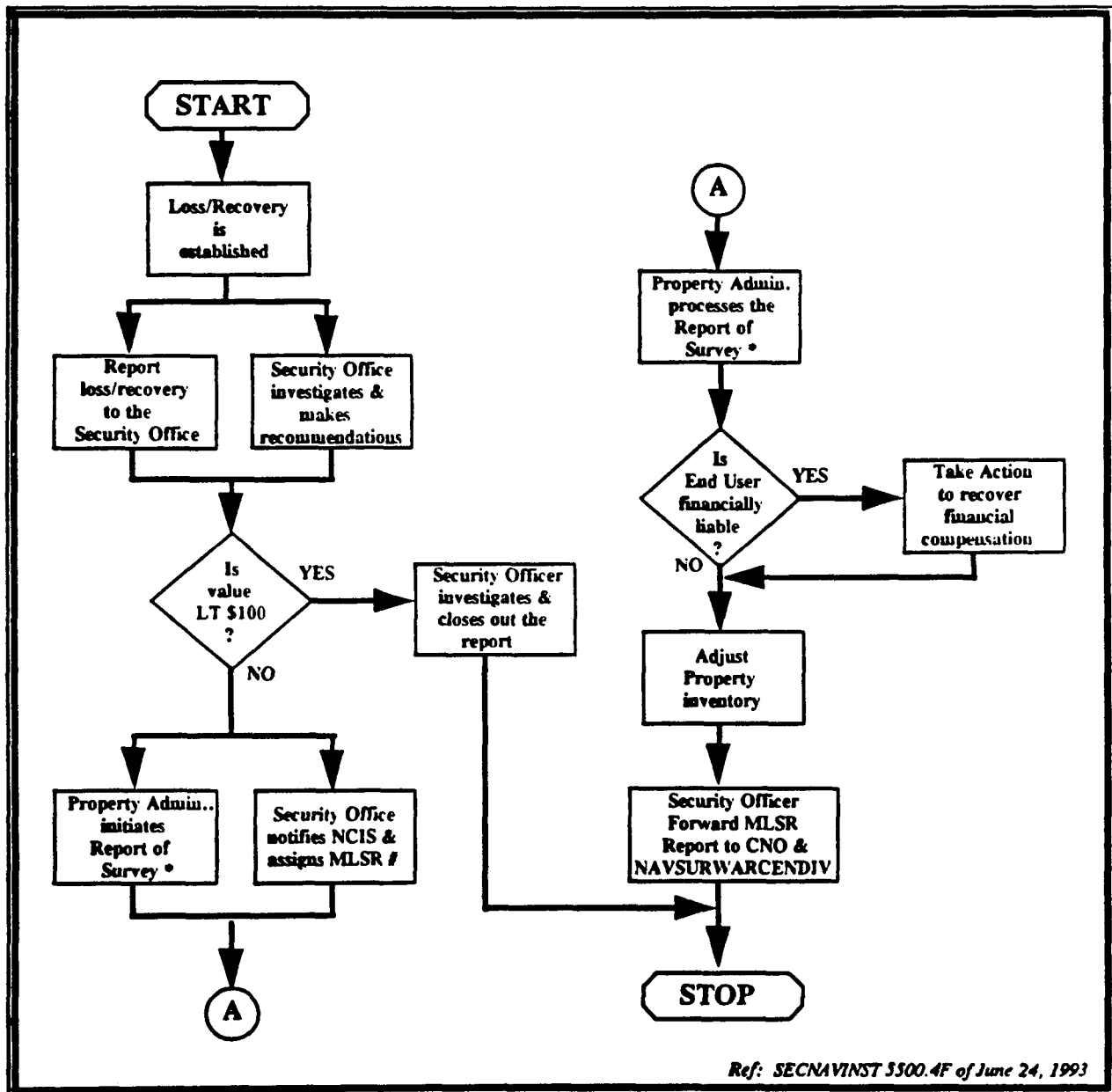
(3) Audiovisual (AV) Production and Library Report, DD 2054/2, is distributed annually by OP-09BG to designated Navy VI activities.

SECTION VI

MISSING, LOST, STOLEN, OR RECOVERED (MLSR) PROPERTY PROCEDURES AND RESPONSIBILITIES

- **Flow Chart (Figure 6.0)**
- **SECNAVINST 5500.4C**

Accountable Property Missing, Lost, Stolen or Recovered (MLSR) Property Process



* = MLSR Report becomes DD Form 200 (Financial Liability Investigation of Property Loss, formerly referred to as the Report of Survey).

Figure 6.0

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350-1000

NAVFACINST 7320.3B
SECNAVINST 5500.4G
N09N1
24 June 1993

SECNAV INSTRUCTION 5500.4G

From: Secretary of the Navy
To: All Ships and Stations

Subj: REPORTING OF MISSING, LOST,
STOLEN, OR RECOVERED (MLSR)
GOVERNMENT PROPERTY

Ref: (a) DOD 5100.76-M of Sep 92
(NOTAL)
(b) DOD 5200.8-R of May 91
(NOTAL)
(c) OPNAVINST 5530.14B
(d) SECNAVINST 5520.3B
(e) DOD 7200.10-M of Mar 91
(NOTAL)
(f) NAVSUPINST 4440.115G (NOTAL)
(g) NAVSUP Manual, Vol II (NOTAL)
(h) NAVSUPINST 4440.179A (NOTAL)
(i) NAVSUPINST 4610.33C (NOTAL)
(j) NAVSUP Pub 485 (NOTAL)
(k) NAVCOMPT Manual, Vol III
(l) OPNAVINST 5510.1H
(m) MCO 4340.1 (NOTAL)
(n) OPNAVINST 5530.13A

Encl: (1) MLSR Terminology and Definitions
(2) MLSR Reportable Items
(3) MLSR Formats and Preparation
Guide
(4) Preparation of DD Form 200
(5) Sample Completed Report of
Discrepancy (SF-364)
(6) Sample Completed Report of
Transportation Discrepancy Report
(SF-361)

1. **Purpose.** To prescribe policy and procedures for reporting MLSR government property to proper authority within the Department of the Navy (DON). This instruction has been substantially revised and should be reviewed in its entirety.

2. **Cancellation.** SECNAVINST 5500.4F.

3. **Discussion**

a. Accurate accountability of government property is necessary and driven by a number of policy documents. Strict accountability for Arms, Ammunition, and Explosives (AA&E) by all agencies within DOD is mandated by reference (a). Reference (b) requires physical security measures for all government property and the analysis of loss rates through inventories, reports of survey, and criminal incident reports to determine whether losses result from criminal acts or negligent management.

b. The MLSR program is not intended to be an administrative burden to participating commands. The program is simplified by the use of copies of forms already required by other directives. The MLSR program maintains the only centralized data base of Navy property. This data is available to commanders who wish to use it to facilitate decision making on where physical security resources might best be used. A properly run MLSR program can help identify losses and loss trends that may go unnoticed through other material management programs. The MLSR program requires the cooperation of both the supply and security departments. Both departments must work together to identify material control problems. Although each individual report should be reviewed for possible security weaknesses or impropriety, it is the "trend" of the reports which should provide the most convincing data for resource commitment.

4. **Policy**

a. Efficient management of Navy resources is a matter of high priority and requires effective loss prevention and physical security programs. Each person is charged with safeguarding government property under his or her jurisdiction. Property issued to individuals does not

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become private property by act of issuance or possession, but remains public property which must always be properly safeguarded. Property losses frequently occur because regulations relating to proper safeguarding and handling are not followed. Integral to these programs is the MLSR reporting system which enables the DON to centrally track material losses and to identify trends and areas where security enhancements may be required.

b. The Chief of Naval Operations (CNO) (N09N1) is responsible for program policy. The Director, Naval Criminal Investigative Service (NAVCRIMINSERV) is responsible for program management, NAVCRIMINSERV (Code 24), as program manager, shall:

(1) Prescribe format and time frames for required reports and analysis from Naval Surface Warfare Center, Crane Division (NAVSURF-WARCENDIV Crane).

(2) Review, analyze, and identify trends and provide feedback to requesting commands in a timely manner.

(3) Initiate actions to ensure information on deficiencies identified during trend analysis are provided to CNO subordinate commands.

c. Commands shall ensure that personnel are held accountable for MLSR property and shall report MLSR incidents. Reports shall include an accurate description of circumstances and identify actions taken to reduce or eliminate the possibility of recurrence.

d. The commanding officer for each command shall report all MLSR incidents covered by this instruction and will use the procedural direction in reference (c). MLSR incident reporting is independent of requests to NAVCRIMINSERV for assistance per reference (d).

e. Commands shall accomplish analysis of losses reported as well as other loss prevention actions under reference (c). Requests for data

or trend analysis can be requested from NAVCRIMINSERV (Code 24), via the chain of command.

f. It is essential that timely, accurate, and complete property records be maintained to account for government material. To enhance the overall benefit of the MLSR Government Property Reporting Program, clearly identified links must be established with command property management, security, and property survey groups. Those groups shall eliminate duplicative efforts within the command such as investigations and causative research. The command security officer may function as a financial liability officer on items for which he/she is not personally accountable or responsible and will serve as the financial liability officer for MLSR sensitive items as well as in all cases where member/employee culpability is evident. Reference (e) prescribes the duties and responsibilities of the financial liability officer.

5. **Data Maintenance and Reporting.** NAVSURFWARCENDIV Crane serves as repository of MLSR records and statistics for Navy and Marine Corps property. NAVSURFWARCENDIV Crane shall prepare and submit to CNO (N09N1) and other Navy headquarters commands (Echelon 2 commands) quarterly loss/gain trend reports for all Navy property. Reports will be furnished to Headquarters, Marine Corps (POS-20) annually, or as needed to fulfill special requests.

6. Action

a. **MLSR Reporting.** United States Navy and United States Marine Corps commands shall report incidents of MLSR government property following the policy and procedures of this instruction. Message transmission is authorized under MINIMIZE for initial sensitive reports. Property recovered after having been reported as missing, lost, or stolen must be reported regardless of whether the recovering command reported the property missing, lost, or stolen. CNO and the Commandant of the Marine Corps (CMC) may issue further implementing instructions if considered appropriate.

b. Naval Criminal Investigative Service (NAVCRIMINSERV)

(1) Activity/installation level security officers/ provost marshals shall conduct a preliminary investigation and refer MLSR incidents involving theft or suspected theft to the nearest or supporting NAVCRIMINSERV Resident Agency or Resident Unit, or Criminal Investigation Division (CID) office, as appropriate.

(2) DON tenant commands having a security officer administering the MLSR program shall report incidents involving theft or suspected theft to the nearest or supporting NAVCRIMINSERV Resident Agency or Resident Unit and the host security officer, as appropriate.

(3) Commands without investigative capability shall refer theft or suspected theft MLSR incident reports to the nearest or supporting NAVCRIMINSERV Resident Agency or Resident Unit, as appropriate.

c. Contract Administration MLSR Reporting. Navy components with contract administration responsibilities for government-owned property at contractor or naval facilities shall require contractors to report MLSR incidents involving government-owned or reimbursable property under the procedures and thresholds listed in references (f) through (k). A copy of MLSR reports will be provided to a designated government Contract Administration Office representative. MLSR reports are required for all MLSR incidents as prescribed by this instruction.

7. MLSR Reporting Restrictions. MLSR reports shall not be made directly to federal or local law enforcement agencies. Information concerning such property is available to those agencies through the National Crime Information Center (NCIC), operated by the Federal Bureau of Investigation. NCIC operating procedures prohibit the entry of Navy/Marine Corps serialized property into NCIC based only on the MLSR report. The entry must be made via NAVCRIMINSERV based on a criminal investigation.

8. Reports

a. Report control symbol OPNAV 5500-1 (MIN:CONSIDERED) is assigned to MLSR property reports submitted to CNO (N09N1) and NAVSURFWARCENDIV Crane (Code 3046).

b. Report control symbol MC#4340-1 is assigned to MLSR reports submitted to CMC (Code LPP-2/POS-20) and NAVSURFWARCENDIV Crane (Code 3046).

c. Reporting requirements are approved for 3 years from the date of this directive.

9. Forms

a. DD Form 200 (2-91), Financial Liability Investigation of Property Loss. NSN 0102-LF-011-9100 is available from the Navy Supply System per NAVSUP P-2002D.

b. SF-361 (3-84), Transportation Discrepancy Report, NSN 7540-00-965-2403 and SF-364 (2-80) Report of Discrepancy, NSN 7540-00-159-4442, are available from General Services Administration.

F. B. KELSO, II
(Acting)

Distribution:
SNDL Parts 1 and 2
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(continues on next page)

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SECNAVINST 5500.4G

24 June 1993

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MISSING, LOST, STOLEN, OR RECOVERED (MLSR)
TERMINOLOGY AND DEFINITIONS

AMMUNITION - A device charged with explosives, propellants, pyrotechnics, initiating composition, riot control agents, chemical herbicides, smoke, and flame for use in connection with defense or offense, including demolition. Ammunition includes cartridges, projectiles, bombs, missiles, grenades, mines, pyrotechnics, bullets, shot, primers, propellants, fuzes and detonators.

ARMS - Weapons that will or are designed to expel projectiles or flame by the action of an explosive, and the frames or receivers of any such weapon.

CLASSIFIED EQUIPMENT - For the purpose of this instruction, any government hardware or equipment (not documents) designated Top Secret, Secret, or Confidential or Unclassified NOFORN, and any Navy Nuclear Power Items (NNPI).

CONTROLLED CRYPTOGRAPHIC ITEMS (CCI) - CCI material is unclassified, accountable in the Communications Security (COMSEC) Material System, and is authorized to move through the supply system.

CONTROLLED EQUIPAGE - Items that receive special management attention and control because they are essential for the protection of life or are relatively valuable and easily convertible to personal use.

EXPLOSIVES - Any chemical compound, mixture or device, the primary or common purpose of which is to function by explosion. The term includes, but is not limited to, individual land mines, demolition charges, and blocks of explosives (dynamite, TNT, C-4 and other high explosives).

GENERAL MATERIAL - Any government property not otherwise defined under sensitive material.

GOVERNMENT PROPERTY - All property (material, special tooling, or industrial equipment) owned by, leased to, or acquired by the government under the terms of a contract, except property to which the government has acquired a lien or title as a result of a partial, advance, or progress payment.

INTRANSIT MATERIAL - Material that is in the transportation system which requires the preparation of either an SF-361 or SF-364 when discovered MLSR.

LOSS ANALYSIS - Actions taken to compile facts, develop trends and patterns and other data manipulation concerning gains, losses, and theft of government property.

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LOSS PREVENTION - The protection of Department of the Navy property against loss through internal and/or external fraud, theft or error. Loss prevention specifically includes, but is not limited to, the protection of supplies and equipment in the storage and issue process, in transit and in use. Loss prevention measures are instructions, design procedures, analyses, dedicated resources, and agreements designed to reduce losses of government property to an absolute minimum.

LOST - Item(s) that cannot be accounted for.

MANUALLY OPERATED WEAPONS - Any firearm requiring operator assistance to fire each individual round e.g. revolvers, pump action shotguns, lever or bolt action rifles, etc.

MISSING - Item(s) that are not in their proper place and cannot be readily accounted for.

NATIONAL CRIME INFORMATION CENTER (NCIC) - A Federal Bureau of Investigation computerized, on-line information system that stores and retrieves basic identifier information. United States Navy transmissions to NCIC originate at Headquarters, Naval Criminal Investigative Service (DIRNAVCRIMINSERV). Reports from Naval Criminal Investigative Service field components regarding stolen property are transmitted to DIRNAVCRIMINSERV Headquarters for inclusion in the NCIC, as appropriate.

PILFERAGE - Continuing theft of small quantities or amounts of property.

PLANT PROPERTY - Property of a capital nature (consisting of machinery, equipment, furniture, vehicles, machine tools, accessory and auxiliary items, but excluding special tooling) used or capable of use in the manufacture of supplies, or in the performance of services, or for any administrative or general plant purposes.

PRECIOUS METALS - All economically recoverable refined silver, gold, platinum, palladium, iridium, rhodium, osmium, and ruthenium in bar, ingot, granulation, sponge, or wire form with an extended value of over \$100.

QUARTERLY AUTOMATED REPORTING SYSTEM (QARS) - An automated system that collects all gain/loss statistics for Marine Corps mechanized supply accounts.

RECOVERED - An item that is found or discovered after previously being reported as missing, lost or stolen.

SENSITIVE MATERIAL - Arms, Ammunition, and Explosives, Precious Metals, Vulnerability Items, or Classified Equipment/Repair Parts.

STOLEN - An item that is either missing or lost under circumstances indicating the possibility of criminal activity.

VULNERABILITY ITEMS - Those items designated in NAVSUPNOTE 5500, Subj: Vulnerable Materials List, that have been identified as material that is known to be desired by unauthorized users and countries.

MISSING, LOST, STOLEN, OR RECOVERED (MLSR) REPORTABLE ITEMS

1. The MLSR reporting requirements are defined as follows:

a. THE FOLLOWING MUST BE REPORTED BY MESSAGE WITHIN 48 HOURS:

(1) Arms, Ammunition, and Explosives (AA&E)

(a) One or more missile or rocket rounds;

(b) One or more machine guns;

(c) One or more automatic fire weapons;

(d) Twenty-five or more manually operated or semiautomatic weapons (includes revolvers and semiautomatic pistols);

(e) Ammunition as follows:

1. Over 5,000 rounds (or 20,000 rounds of .38 caliber) or more of ammunition smaller than 40mm; five rounds or more of 40mm and larger ammunition; and

2. Any fragmentation, concussion, or high explosive grenade including artillery or ground burst simulators, or other type of simulator or device containing explosive materials;

(f) One or more mines (antipersonnel and antitank);

(g) Demolition explosives including detonation cord, blocks of explosives (C-4), and other explosives.

(2) Vulnerability Items

(a) All items, as listed in NAVSUPNOTE 5500, Subj: Vulnerable Materials List.

(3) Classified Equipment/Repair Parts

(a) All classified equipment/repair parts, excluding Communications Security (COMSEC) material as described in paragraph (3).

(4) Precious Metals

(a) Economically recoverable gold, silver, or platinum (valued over \$100).

(b) Presentation or commemorative silver.

b. THE FOLLOWING ITEMS ARE REPORTED USING THE COMPLETED DD FORM 200, SF-361, OR SF-364 (submission time frames are established by the applicable Navy Supply Systems Command instructions).

(1) Navy*

(a) All other AA&E not reportable in the 48 hour message requirement in paragraph 1a(1).

(b) All controlled equipage.

(c) All plant account property (major and minor).

(d) All items with a replacement cost greater than \$100.00 that is stolen or suspected stolen.

(*Losses and gains resulting from stock record adjustments will not be reported as MLSR unless the item(s) qualify under another reportable category.)

(2) Marine Corps Reportable through MIMMS/SASSY (QARS).

2. Reporting Channels If the applicable NAVSUP instruction requires a DD Form 200 or SF-364 and the property is missing, lost, stolen, or recovered, the form, when completed, will be submitted through the activity security officer as an MLSR report (see enclosure (3) for format and routing). SF-361 reports will continue to be routed following reference (i). Message reports are required in certain cases and will be submitted following the guidance contained in enclosure (3).

3. Narcotic, Cryptographic, and Classified Material Reporting Narcotic losses are not included under the MLSR program and shall be reported as prescribed in Chapter 21 of the Manual of the Medical Department. Cryptographic items accountable within the COMSEC Material System are not included in the MLSR program except Controlled Cryptographic Items (CCI). Incidents involving missing, lost, stolen, or recovered CCI material in the supply system must be reported within 48 hours of discovery to Commander, Naval Security Group Command. Classified printed material losses are not included under the MLSR program and will be reported as prescribed in chapters 4 and 5 of reference (1).

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MISSING, LOST, STOLEN, OR RECOVERED (MLSR) FORMATS
AND PREPARATION GUIDE

1. Reporting Procedures

a. An initial report will be submitted as soon as a loss or recovery of a sensitive item is established. The fact can be established by discovery of an incident, receipt of a loss claim, completion of an inventory, or by any other means.

b. Final MLSR reports in the formats prescribed will be submitted for all material upon completion of causative research, investigation, or other inquiry.

c. Navy. MLSR reports shall be submitted in the format prescribed as follows:

TYPE OF REPORT -----			
<u>TYPE OF MATERIAL</u>	<u>INITIAL</u>	<u>FINAL</u>	<u>SUPPLEMENTAL*</u>
SENSITIVE	MLSR Message	DD Form 200** SF 364/361**	NAVGRAM
PROPERTY	None	DD Form 200** SF 364** SF 361+	NAVGRAM NAVGRAM

* Supplemental reports are required only if changes occur after submission of the final report.

** Assign appropriate MLSR accountability number.

+ Submitted by Navy Material Transportation Office (NAVMTO) only.

d. Marine Corps. MLSR reports shall be submitted in the format prescribed as follows:

TYPE OF REPORT -----			
<u>TYPE OF MATERIAL</u>	<u>INITIAL</u>	<u>FINAL</u>	<u>SUPPLEMENTAL*</u>
SENSITIVE	MLSR Message	MLSR Message	NAVGRAM
GENERAL - LESS THAN \$10,000	QARS	QARS	NONE
GENERAL - MORE THAN \$10,000	QARS	QARS	NONE

- * Supplemental reports are required only if changes occur after submission of the final report.

REPORT MESSAGE FORMAT

2. Reporting Format. (Sample of an initial report is provided at the end of this enclosure).

a. Initial Navy MLSR sensitive material reports are to be submitted:

FM (Reporting Command)
TO CNO WASHINGTON DC//N09N1//
NAVSURFWARCENDIV CRANE IN//3046//
INFO (local or nearest NCIS office)

b. Initial Marine Corps MLSR sensitive material reports are to be submitted:

FM (Reporting Command)
TO CMC WASHINGTON DC//POS-20//
NAVSURFWARCENDIV CRANE IN//3046//
INFO (Chain of command to include responsible command having custody at the time of loss or recovery, commanding officer of base(s), provost marshal (where item may have been lost/recovered))

c. Subject Line

Subject Line: (Navy)

MLSR SENSITIVE MATERIAL REPORT (RCS OPNAV 5500-1)
(MIN:CONSIDERED)

Subject Line: (Marine Corps)

AS PRESCRIBED IN REFERENCE (M)

d. The first line of text after references (if any) must be:

For USN: MLSRP/MLSRP/NAVY
For USMC: MLSRP/MLSRP/USMC

e. ACC. The Unit Identification Code (UIC) of the reporting command. The UIC should be identical to that used for MILSTRIP/MILSTRAP purposes. The ACC must be on every report.

f. RPTN. The Report Number assigned by the reporting command. The "RPTN" must be on every report. Incident reports shall be numbered sequentially by each activity for each calendar year. Example: 1993/001-INITIAL.

g. AAA - Location of the Incident. Indicate only the name of the state/territory if incident occurred in one of the 50 United States and its Territories. Indicate only the name of the foreign country if the incident occurred there. Indicate the name of the ocean area if the incident occurred there.

h. BBB - Date of Incident (Mandatory). Use the actual date of theft, loss, or disappearance, if known; otherwise use the date the item(s) was last seen. Indicate, with an "A" or "L", whether the date is actual or last. Denote the date in year-month-day order. Example: A-93-12-15 or L-93-05-20.

i. CCC - Sensitive Material Description. List each type separately.

(1) Specify ARMS, AMMUNITION, EXPLOSIVES, PRECIOUS METALS, VULNERABILITY ITEMS, OR CLASSIFIED EQUIPMENT/REPAIR PARTS.

(2) Indicate whether the material is MISSING, LOST, STOLEN, or RECOVERED.

(3) Indicate type of material and quantity. Examples: 20mm cartridge, 5,000 ea.; .50 caliber machine gun, 1 ea.; etc.

(4) Indicate the make or manufacturer.

(5) Indicate the manufacturer's serial number or lot number.

(6) Indicate the National Stock Number (NSN).

(7) Indicate the full name/description of the item.

(8) Indicate the actual or estimated replacement value of the item(s).

(9) Indicate the security risk category per reference (n) (AA&E only).

(10) Indicate the last (first for recoveries) known location.

j. DDD - Liability. Has individual liability been established:

(1) Answer "Yes" or "No."

k. EEE - Investigation (Mandatory). All missing, lost, or stolen sensitive material incidents shall be reported to the nearest or supporting NCIS field component and security officer/provost marshal, as appropriate.

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(1) Identify NCIS or security officer/provost marshal concerned.

(2) Date incident referred to NCIS or security officer/provost marshal, and indicate assumed or declined.

(3) Preliminary action taken by NCIS or security officer/provost marshal, if known.

1. FFF - Summary. Comments concerning available details about the incident. Detail the circumstances of loss (e.g., forcible entry, robbery, etc.). Detail any security measures or devices breached.

m. GGG - Point of Contact. Indicate name and phone number of person to be contacted regarding the MLSR report.

3. Reporting Format. (All other MLSR Property) (See enclosures (4) and (5)).

a. Navy

(1) DD Form 200s are prepared following references (e) and (f) (Chapter 6 of reference (e) is attached as enclosure (4)).

(2) SF-364s are prepared following reference (h).

(3) SF-361s are prepared following reference (i).

(4) Security officers will review the completed DD Form 200s, SF-364s, and SF-361s to determine if an appropriate investigation has been conducted. The security officer will complete the areas marked by an asterisk on the samples in enclosures (4), (5), and (6) and mail a copy to the addresses listed in paragraph 4 below.

b. Marine Corps. See reference (m).

4. MLSR Report Routing

a. For Navy. Completed DD Form 200 and SF-364 shall be routed through the activity security officer who shall make the following entries (if no security officer billet exists, the supply or weapons officer should make the entries):

(1) On DD Form 200 and SF-364, assign appropriate MLSR accountability number in upper right-hand corner of report form as depicted on enclosures (4) and (5).

(2) On DD Form 200, in Block 10, indicate the date of NCIS notification on all MLSR incidents involving theft or suspected theft. Submit copies of the DD Form 200 to each of the following:

Commander
Code 3046
NAVSURFWARCENDIV
300 Highway 361
Crane, IN 47522-5001

and

Chief of Naval Operations
(N09N1)
Navy Department
Washington, DC 20388-5380

(3) On the SF-364, in Block 12, indicate the date of NCIS notification on all MLSR incidents involving theft or suspected theft. Indicate addressees in Block 15 and submit one copy to each of the addresses above.

(4) On DD Form 200, indicate in Block 9 the word "STOLEN" below the "LOST" box if the item(s) meet the criteria.

(5) SF-361s shall be routed following reference (i) to Navy Material Transportation Office (NAVMTO). NAVMTO shall, on a monthly basis, forward a copy of all MLSR SF-361s to NAVSURFWARCENDIV Crane (Code 3046).

b. For Marine Corps. As specified in reference (m).

5. Supplemental Report Format. Supplemental reports shall be submitted by NAVGRAM in message format using the data elements of the initial sensitive material report when changes occur in the status of an MLSR after a final report has been submitted. Previously submitted DD Form 200 or SF-364 reports may be submitted as a "Recovered" report by overwriting, in bold letters, "Recovered" on the front of the report. Copies shall be provided to all addressees that received final reports.

SAMPLE

MLSR SENSITIVE MATERIAL REPORT

FM COMPACMISTESTCEN PT MUGU CA//JJJ//
TO CNO WASHINGTON DC//N09N1//
NAVSURFWARCEM DIV CRANE IN//3046//
INFO COMNAVAIRSYS COM//JJJ//

UNCLAS //N05500//

MLSR SENSITIVE MATERIAL REPORT (RCS OPNAV 5500-1)
(MIN:CONSIDERED)

MLSRP/MLSRP/NAVY

ACC: N61756/PACMISTESTCEN

RPT: 1993/007-INITIAL

AAA: CALIFORNIA

BBB: A-93-12-20

CCC: 1. (1) ARMS (2) MISSING (3) M60 MACHINE GUN, 1 EA (4)
SACO INC. (5) 765432 (6) 1005-00-726-5661 (7) MACHINE GUN
M60E3 (8) A-\$6,630.00 (9) 2 (10) ORD MAG 4LC-103.
2. (1) AMMUNITION (2) MISSING (3) 20MM CARTRIDGE, 5,000 EA
(4) HONEYWELL INC. (5) B400 (6) 1305-00-028-6529 (7)
CARTRIDGE, 20MM (8) E-\$800.00 (9) 3 (10) ORD MAG 4LC-103.
3. (1) CLASSIFIED (2) MISSING (3) WIDGET, 1 EA (4) JONES
INC. (5) 1234 (6) 9876-54-320-1010 (7) LEFT HAND WIDGET,
SMALL (8) A-\$400.00 (9) NONE (10) ROOM 4, BLDG 5, PT MUGU.
DDD: ACCOUNTABILITY: YES, LT W. T. DOOR, SSN: 123-45-6789.
EEE: INVESTIGATION: NCISRU PT MUGU NOTIFIED, S/A A. B. SEA, 93-
12-20, CASE OPENED.
FFF: SUMMARY: DURING INVENTORY OF ORD MAG 4LC-103 ON 20 DEC 93,
ASSETS COULD NOT BE LOCATED. MACHINE GUN AND AMMUNITION
WERE IN SEPARATE BOXES BOUND BY METAL STRAPS. STRAPS WERE
BROKEN WITH NO SUPPORTING DOCUMENTATION. CAUSATIVE
RESEARCH WILL CONTINUE. DOCUMENT NUMBER IS N60034-0024-
B1328.
GGG: POINT OF CONTACT: MR. JOHN DOE, CODE 86, DSN 123-4567,
COMM (123) 456-7890.

PREPARATION OF DD FORM 200

A. PURPOSE. The purpose of this enclosure is to provide the reference (e) instructions for the preparation of the DD Form 200. The DD Form 200 is used to document the financial liability process for lost, damaged, or destroyed Government property. When completed, the DD Form 200 is the official document to support the establishment of debts, relief from accountability, and adjustment of property records, supply system stock, and financial records. Having the security officer add an MLSR number, check the report for any impropriety (notifying NCIS when necessary) and mailing a copy to CNO and NAVSURFWARCENDIV Crane constitute the process of making the DD Form 200 an MLSR report.

B. INSTRUCTIONS FOR PREPARATION

1. Date Initiated. Self-explanatory.
2. Inquiry and/or Investigation Number. Number assigned to the inquiry and/or investigation in accordance with DoD Component Instructions.
3. Date Loss Discovered. Self-explanatory.
4. National Stock Number (NSN). Enter the NSN(s), manufacturer's part number, or other identification number(s), in numerical sequence. If not applicable, enter the word "none."
5. Item Description. Enter the nomenclature of the item(s) including any serial number(s), model number(s), controlled inventory item, etc. If the item is nonstandard, give a brief description sufficient for identification. If only a portion of an end item is damaged, describe the end item, fully, then describe the damaged parts. If additional space is needed, a continuation sheet may be used.
6. Quantity. Enter the number of units and unit of issue (e.g., 1 each, 2 dozen, 5 pair, etc.).
7. Unit Cost. Enter the cost per unit shown in official catalogs, supply bulletins, or item records. The specific reference should be indicated for audit trail purposes.
8. Total Cost. Enter the total cost of all units of each article listed (block 6. x block 7.).
9. Circumstances Under Which Property Was Lost, Damaged, or Destroyed. Enter a complete statement of the facts, including the date and place of the incident. Include the name, grade, and social security number (SSN) of all persons directly involved. The statement must answer five basic questions of who, what, when, where, and how. Identify any appropriate contract number(s), transaction number(s), control number(s), etc. Add as exhibits and identify alphabetically within the block, as needed.

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10. Actions Taken to Correct Circumstances Reported in Block 9. and Prevent Future Occurrences. Include recommended actions by the accountable and/or responsible officer, and if appropriate by the financial liability officer, to the appointing and approving authorities.

11. Individual Completing Blocks 1. Through 10. Person conducting the inquiry.

12. Responsible Officer and/or Reviewing Authority.

a. Responsible Officer. An individual appointed by proper authority to exercise custody, care, and safekeeping over property entrusted to his or her possession or under his or her supervision.

b. Reviewing Authority. An individual designated in writing by the approving authority to review and analyze the results of supply system stock research.

13. Appointing Authority. An individual designated in writing by the approving authority. The approving authority may act as the appointing authority. The appointing authority appoints financial liability officers, if required; approves or disapproves the recommendations of the responsible officer, reviewing authority, or financial liability officer; and recommends actions to the approving authority. The appointing authority is normally senior to the responsible officer, reviewing authority, accountable officer, and financial liability officer.

14. Approving Authority. The approving authority makes determinations to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The approving authority may act as the appointing authority or designate an appointing authority in writing. DoD Component regulations shall designate who may serve as the appointing authority. The approving authority is normally senior to the appointing authority.

15. Findings and Recommendations of the Financial Liability Officer. Enter findings of the financial liability officer along with a recommendation regarding liability of the involved parties. Enter the following when the apparent financial liability cannot be determined during investigation.

a. An indication that negligence on the part of the individual has not been determined.

b. A recommendation that the investigation be continued at some future time because of extenuating circumstances.

c. Recommendation for corrective actions.

d. Recommendation that the individuals involved in the loss, damage, or destruction be relieved of responsibility for the property when negligence cannot be established. State the facts on which the recommendations are based. Proper conclusions shall be drawn from available facts, not opinions or suspicions. The financial liability officer must sustain or refute the statements made in block 9 of the DD Form 200 and any other statements that are part of the inquiry and/or investigation. Do not use stereotyped phrases such as "loss or damage in manner stated." The financial liability officer shall state in his or her own words how the loss or damage occurred based on the evidence obtained by the investigation.

e. Include a computation of charges, as prescribed by DoD Component regulations when recommending financial liability. The computation should show how depreciation was calculated and other factors used in determining the loss, or reference should be made to the exhibit on which the computation is recorded. The results of the computation shall be entered in block 15b.

f. Describe the disposition of the property. Items that have been classified as "uneconomically reparable" shall be turned in to the designated person (e.g.; property custodian, accountable officer, or Defense Reutilization and Marketing Service) when released by the financial liability officer or the appointing authority when a financial liability officer is not appointed.

g. Recommendations shall be entered immediately after the findings. The recommendation shall include:

(1) Financial liability to be assessed or relief from responsibility and accountability. Also, enter in block 15d. In this same area, also for a military member, enter monthly basic pay in block 15c. For a civilian it shall be one-twelfth of the yearly salary.

(2) Disposition instructions for any unserviceable property not previously sent to the Defense Reutilization and Marketing Service.

(3) State clearly the full name, grade, SSN, and the amount of the charge, when recommending financial liability.

(4) State if the DD Form 200 may cover the loss, damage, or destruction of property for which a claim is also being processed.

h. The recommendations must represent a logical and equitable decision developed from the facts cited in the evidence and findings.

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i. Sign the DD Form 200 in block 15j, at the end of the recommendations.

16. Individual Charged. Enter in block 16d, the individual's name and rank or grade when financial liability is assessed. Enter in block 16e, his or her SSN. Initiate collection action by forwarding a copy of the approved DD Form 200 by transmittal document to the finance officer. All continuation sheets are to be included and the attachments and exhibits excluded. The approved DD Form 200 is sufficient to hold a person financially liable and establish a debt.

17. Accountable Officer. Record document numbers used to adjust property and financial records. All other blocks are self-explanatory.

Attachment (1)

DD Form 200 - Sample Financial Liability Investigation of Property Loss

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

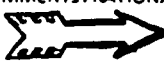
(*) MLRS REPORT 1993/01

AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200 10; EO 5357


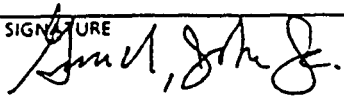
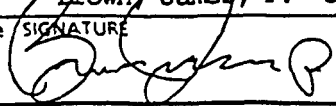
ROUTINE USES: None

PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification

DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

1. DATE INITIATED (YYMMDD) 930425		2. INQUIRY/INVESTIGATION NUMBER 25APR93-8746-6T1		3. DATE LOSS DISCOVERED (YYMMDD) 930424	
4. NATIONAL STOCK NO. 5820-01-079-9536	5. ITEM DESCRIPTION 19" RCA Color Trak Television		6. QUANTITY 03	7. UNIT COST \$298.00	8. TOTAL COST \$894.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS LOST (*) <u>STOLEN</u> <input checked="" type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED (Attach additional pages as necessary) Television sets discovered missing from barracks 128 rooms 132, 143, and 156 as a result of a physical inventory conducted to update minor plant property records. Televisions were not secured IAW OPNAVINST 5530.14B, para. 0321, to prevent theft.					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) All personnel checking out of barracks now required to have their rooms physically inventoried prior to checkout. All televisions to be permanently secured within rooms by anchor pad or bolts. (*) NCIS NAVAL AIR STATION NOTIFIED 930424, ASSUMED CASE.					
11. INDIVIDUAL COMPLETING BLOCKS 9 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		b. TYPED NAME (Last, First, Middle Initial) Sample, Eye, M. SKI		c. AUTOVON/DSN NUMBER 476-7234	
		d. SIGNATURE <i>Sample, Eye M.</i>		e. DATE SIGNED 930425	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No		b. COMMENTS/RECOMMENDATIONS Televisions discovered missing upon making morning rounds.			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		d. TYPED NAME (Last, First, Middle Initial) Smith, John, J. BML		e. AUTOVON/DSN NUMBER 476-3731	
		f. SIGNATURE <i>Smith, John J.</i>		g. DATE SIGNED 930502	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		e. TYPED NAME (Last, First, Middle Initial) Sea, Arn, L. LCDR		f. AUTOVON/DSN NUMBER 476-4488	
		g. SIGNATURE <i>Sea, Arn L.</i>		h. DATE SIGNED 930504	
14. APPROVING AUTHORITY					
a. ACTION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE  Submit copies to: (*) CNO (N09N1) NAVSURFWARCENDIV Crane (3046)		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		e. TYPED NAME (Last, First, Middle Initial) Doe, John, J. CDR		f. AUTOVON/DSN NUMBER 476-0001	
		g. SIGNATURE <i>Doe, John J.</i>		h. DATE SIGNED 930504	

24 JUN 1993

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)		
<p>Findings:</p> <ol style="list-style-type: none"> 1. BML Smith failed to properly secure television sets during the evening resulting in their theft. Failure to properly execute assigned responsibilities resulted in loss to government. Recommend BML be held financially liable for loss to government. 2. Remove from property book record. 3. All personnel must now have their rooms physically inventoried before checkout. All televisions have been permanently secured within rooms by anchor pad or bolts. 		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
\$894.00	\$1,623.00	\$894.00
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010	f. TYPED NAME (Last, First, Middle Initial) Jones, John, J. LT	g. AUTOVON/DSN NUMBER 476-7387
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD)	i. DATE APPOINTED (YYMMDD) 930424
	j. SIGNATURE 	k. DATE SIGNED 930501
16. INDIVIDUAL CHARGED BML Smith, John, J.		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)		
(1) Submit the attached statement of objection. <input checked="" type="checkbox"/> (2) Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010	d. TYPED NAME (Last, First, Middle Initial) Smith, John, J. BML	e. SOCIAL SECURITY NUMBER 123-45-6789
	g. SIGNATURE 	h. DATE SIGNED 930503
f. AUTOVON/DSN NUMBER 476-3731		
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010	c. TYPED NAME (Last, First, Middle Initial) Brown, James, P. CDR	d. AUTOVON/DSN NUMBER 427-7877
	e. SIGNATURE 	f. DATE SIGNED 930504

24 JUN 1993



(*) MLSR Report 1992/08

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION 01/14/92		2. REPORT NUMBER N00620-92-0332		
<input checked="" type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING								
3. TO (Name and address, include ZIP Code) COMMANDING OFFICER NAVAL AIR STATION MIRAMAR, CA 92145				4. FROM (Name and address, include ZIP Code) SUPPLY OFFICER (CODE 300) NAVAL AIR STATION OAK HARBOR, WA 98278				
5a. SHIPPER'S NAME SAME AS ABOVE				5b. NUMBER AND DATE OF INVOICE N/A		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.) N/A		
7a. SHIPPER'S NUMBER (Purchase Order/Shipments, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT			8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.) N00620-1113-0052			
9. SHIPMENT, BILLING, AND RECEIPT DATA						10. DISCREPANCY DATA		11. ACTION CODE
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (d)	
7HH 5998010188436 CIRCUIT CARD ASSY	EA	00001	00000	01	688.00	688.00	Z1	12
12. REMARKS (Continue on separate sheet of paper if necessary)								

ORDERED ON DOCUMENT NUMBER N00620-1113-0052. TRANSACTION DATE 92236 WE RECEIVED A STATUS CARD INDICATING MATERIAL WAS SHIPPED FROM NSC OAKLAND MODE 9 WITH A ESD OF 92198. MATERIAL NOT RECEIVED TO DATE.

(*) NCIS Naval Station notified 01-20-92, investigation initiated.

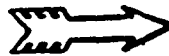
1 DISCREPANCY CODES			2 ACTION CODES
CONDITION OF MATERIAL C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed) MISDIRECTED MATERIAL M1 - Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper unitization	PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Nonreceipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM (Identify requested item or a separate copy in Item 9 above) W1 - Incorrect item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks		1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required item to be re-requisitioned. 1H - No action required, information only 1J - Other action requested (See remarks)

13. FUNDING AND ACCOUNTING DATA**14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL**

I. M. Sample, Receiving Div. Dir. DSN 820-6022

14b. SIGNATURE**15. DISTRIBUTION ADDRESSEES FOR COPIES**

R)

(*) CNO (N09N1)
NAVSURFWARCEMDIV Crane (3046)

(*) = Information assigned by activity security office)

16. FROM: COMMANDING OFFICER NAVAL AIR STATION MIRAMAR, CA 92145	17. DISTRIBUTION ADDRESSEES FOR COPIES
18. TO: SUPPLY OFFICER (CODE 300) NAVAL AIR STATION OAK HARBOR, WA 98278	Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.

19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:

a. MATERIAL <input type="checkbox"/> HAS BEEN <input type="checkbox"/> WILL BE SHIPPED	DOCUMENT NUMBER	b. <input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.
c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT	d. <input type="checkbox"/> INVOICE/BILL ATTACHED	e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.

f. ☐ AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.

(1) REASON FOR NOT PROCESSING	(2) PRESCRIBING REGULATION
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR	(a) CHAPTER 5 OF THE GSA HANDBOOK. DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8)
(b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19f(2)	(b) CHAP. 2 AND/OR 7 OF DOD 4000.25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.

20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL:

a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.	b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	DAYS
c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.	d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN:	DAYS

e. ☐ SHIP MATERIAL (Specify location):

- ☐ (1) GBL APPROPRIATION CHARGEABLE:
☐ (2) CHARGES COLLECT-VIA: ☐ FREIGHT ☐ EXPRESS ☐ PARCEL POST (5 _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.)
☐ (3) PARCEL POST LABEL ATTACHED ☐ (4) FREIGHT PREPAID

f. ☐ OTHER (Specify)

21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION	22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:	DATE
--	--	------

23. REMARKS (Continue on separate sheet of paper if necessary)

CREDIT DENIED. PHYSICAL INVENTORY COUNT AND INVESTIGATIVE RESEARCH INDICATES MATERIAL WAS SHIPPED AS REQUESTED.

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL DSN 830-7845 W. T. Hatch, Quality Assurance	24b. SIGNATURE 	24c. DATE 01-27-92
--	--	-----------------------



TRANSPORTATION DISCREPANCY REPORT	1. DATE 3301	2. REPORT NUMBER FB4427-0101	FORM APPROVED OMB NO. 3090-0093
--------------------------------------	-----------------	---------------------------------	---------------------------------------

3. TO DCAS Philadelphia P.O. Box 7478 Philadelphia, PA 19101	4. REPORTING ACTIVITY Transportation Officer Travis AFB, CA 94535
---	---

5. CONSIGNOR DCAS Philadelphia P.O. Box 7478 Philadelphia, PA 19101	6. CONSIGNEE Same as 4.
---	-----------------------------------

7. SHIPPER		8. CARRIER ROUTING AND IDENTIFICATION					
ABC Manufacturing Co. 1110 W. 23rd Street Philadelphia, PA 19105		Acme Truck Lines Trlr NL 250					
UNIT	DATE	TIME	DAY	MONTH	YEAR	TIME	DAY
1	1	1	1	1	1	1	1

9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO. M294790-00-7461
--------------------	---

11. DESTINATION	12. BILL OF LADING NO./TYPE GBL-M2-023-0021
-----------------	--

12. MODE OF CODE 8	14. DATE CARRIER SIGNED FOR SHIPMENT 3298	15. DATE CONSIGNEE RECEIVED SHIP MENT 3299	16. DATE DIS- CREPANCY DISCOVERED 3299	17. DATE CARRIER NOTIFIED 3299	18. NAME OF PERSON CONTACTED Rick Shaw
-----------------------	--	---	---	--------------------------------------	---

19. SEAL NUMBERS AND CONDITION

Seal Number	Condition
1	INTACT
2	BROKEN/MISSING (Include details)

N/A

[illegible]

Carrier: Confirming telephone conversation 13 Sep 92, 10 cartons damaged to be inspected 26 Oct 92. Also tracing for 10 cartons short.

Consignor: furnished price copy of shipping documents.
 (*) NCIS Naval Station notified 29 Oct 1992, investigation initiated.

31A. NAME OF PREPARER (Type or print)	31B. TITLE
R. U. Donn	OS&D Clerk


31C. TELEPHONE NO. DSN 874-7492	31D. SIGNATURE 
------------------------------------	---

32. REPLY



33A. NAME OF RESPONDENT (Type or print)	33B. TELEPHONE NO.
---	--------------------

I. M. Sorry		DSN 835-8713
32C. ADDRESS	33D. SIGNATURE	33E. DATE

33C. ADDRESS	33D. SIGNATURE	33E. DATE
Same as 3.		3332

STANDARD FORM 361 BACK (REV. 3-64)

SECTION VII

REPAIR AND REPLACEMENT OF EQUIPMENT

- **Flow Chart (Figure 7.0)**
- **Replacement of Equipment**

Repair/Replacement Process

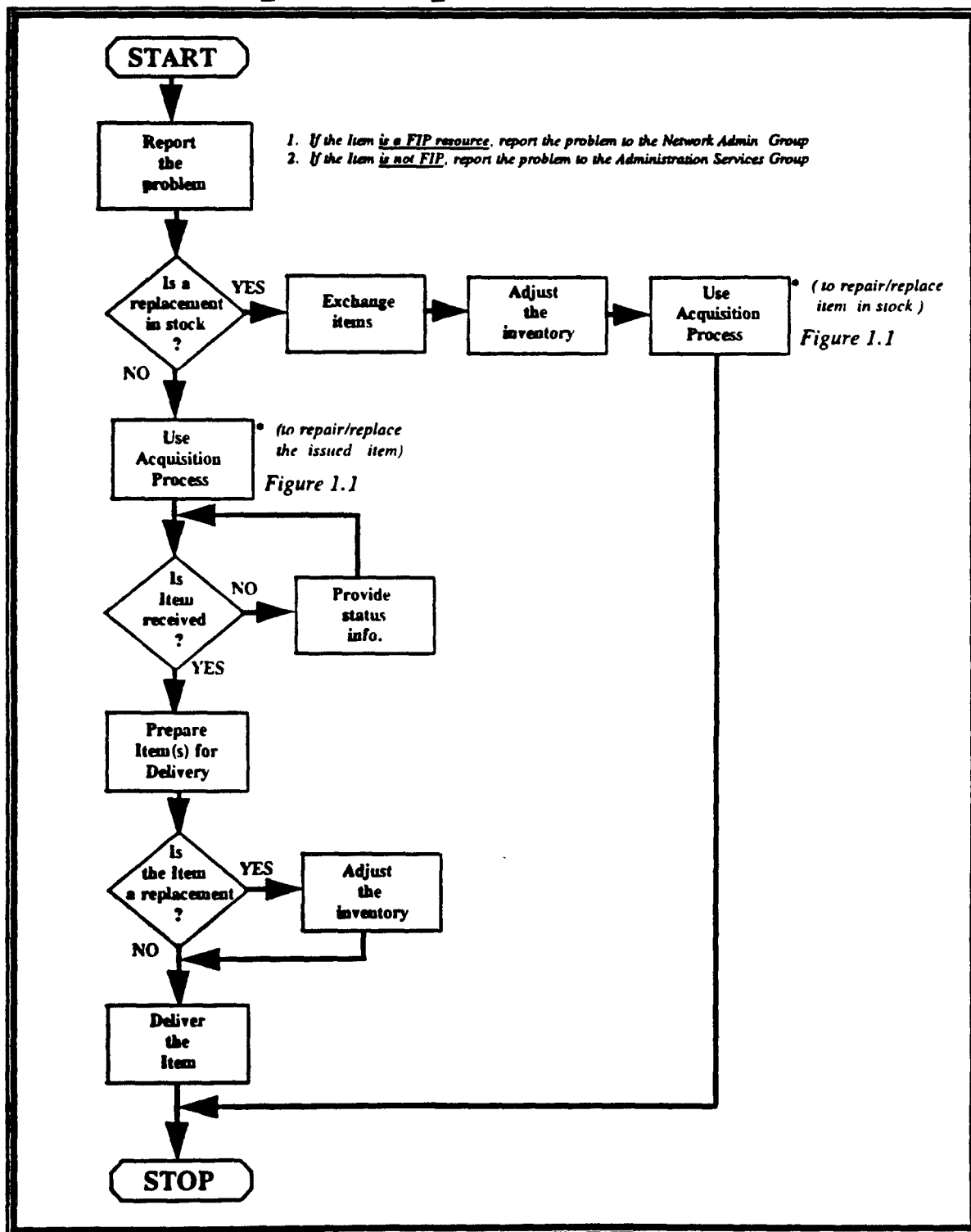


Figure 7.0

SECTION VII - REPLACEMENT OF EQUIPMENT

The Property Responsible Officer (PRO) will notify the Property Administrator in writing of property that needs to be repaired or replaced. All plant and minor property must be either returned to the property administrator or specific guidance for disposal received from the property administrator before any property is removed by the PRO.

The following information supplements the repair/replacement process flow chart (Figure 7.0). In all cases, the property administrator will annotate the property record indicating the status of the property.

Repair and replacement of office machines -- non Federal Information Processing (FIP) equipment:

- a. Machines less than 8 years old [without regard to trade-in or resale value] should be replaced if a one-time repair or overhaul cost exceeds 50 percent of the replacement cost for a comparable new model.
- b. Machines over 8 years old [without regard to trade-in or resale value] should be replaced if a one-time repair or overhaul cost exceeds 25 percent of the replacement cost for a comparable new model.
- c. Electronic office machines such as dictation equipment should be replaced after expiration of the warranty if the cost of a one-time repair exceeds 80 percent of the replacement of a comparable new model.

Repair and replacement of Federal Information Processing (FIP) equipment:

- a. The PRO will notify the network administration group as well as the property administrator when there is a need for repair and replacement of FIP equipment.
- b. The network administration group will determine if the equipment should be repaired or replaced.
- c. The network administration group and the property administrator will coordinate the information regarding the status of property to ensure the property records are current and accurate.

SECTION VIII

DISPOSITION OF PROPERTY

- **Flow Chart (Figure 8.0)**
- **Flow Chart (Figure 8.1)**
- **Flow Chart (Figure 8.1.1)**
- **Flow Chart (Figure 8.1.2)**
- **Disposition of Property**

Note: See NAVCOMPT Manual, Volume 3, 036304 for additional guidance.

Excess Process

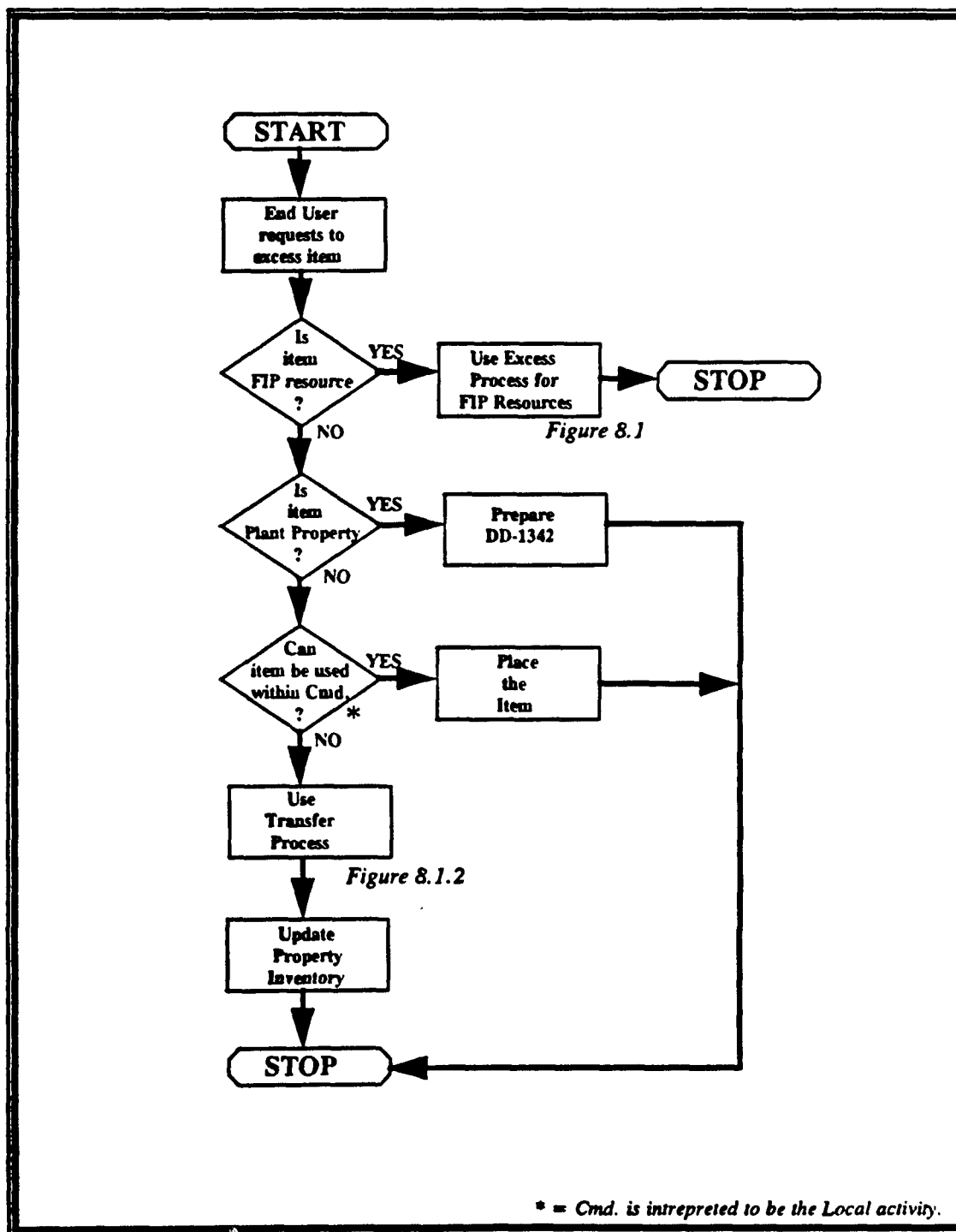


Figure 8.0

Excess Process for FIP Resources

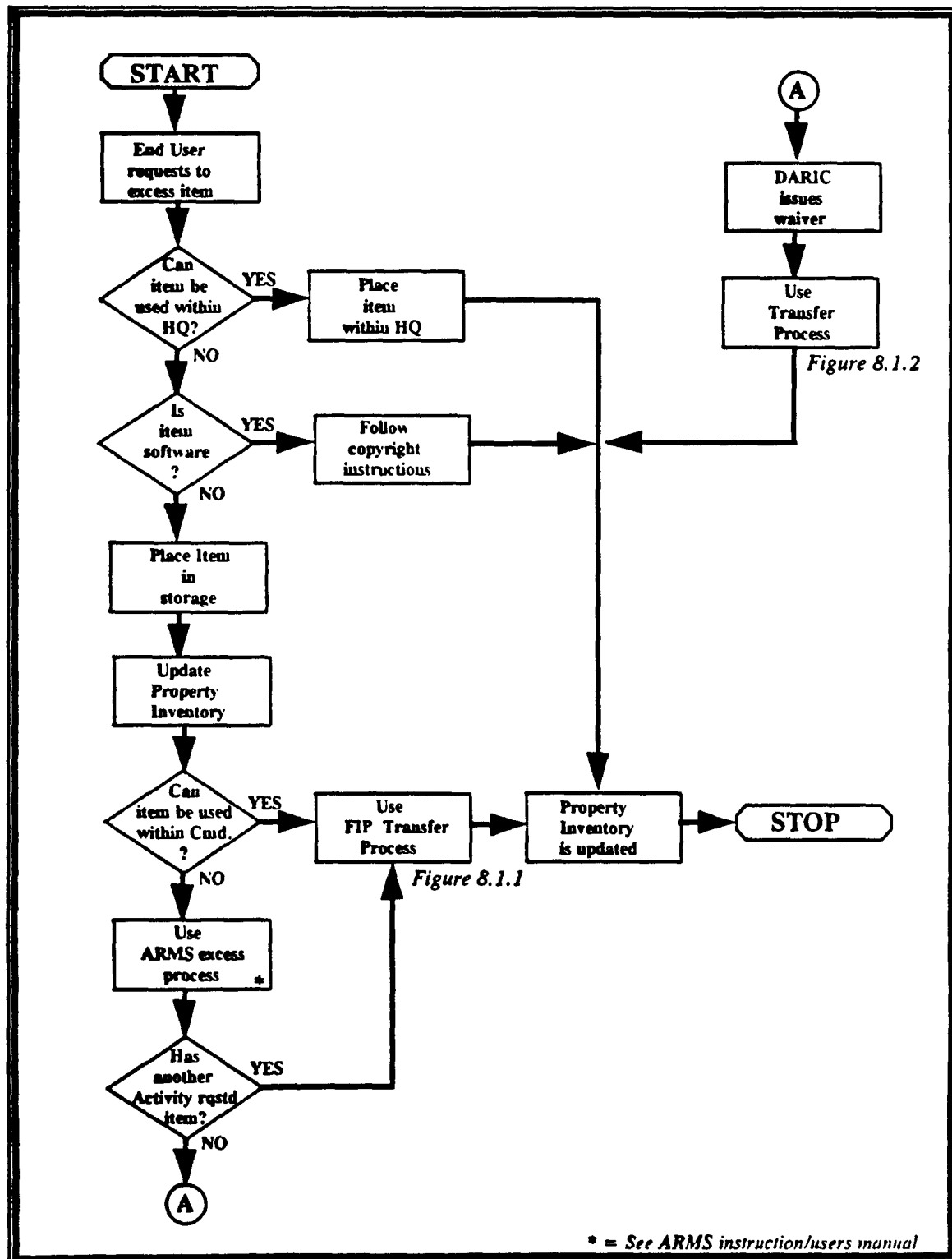


Figure 8.1

FIP Transfer Process

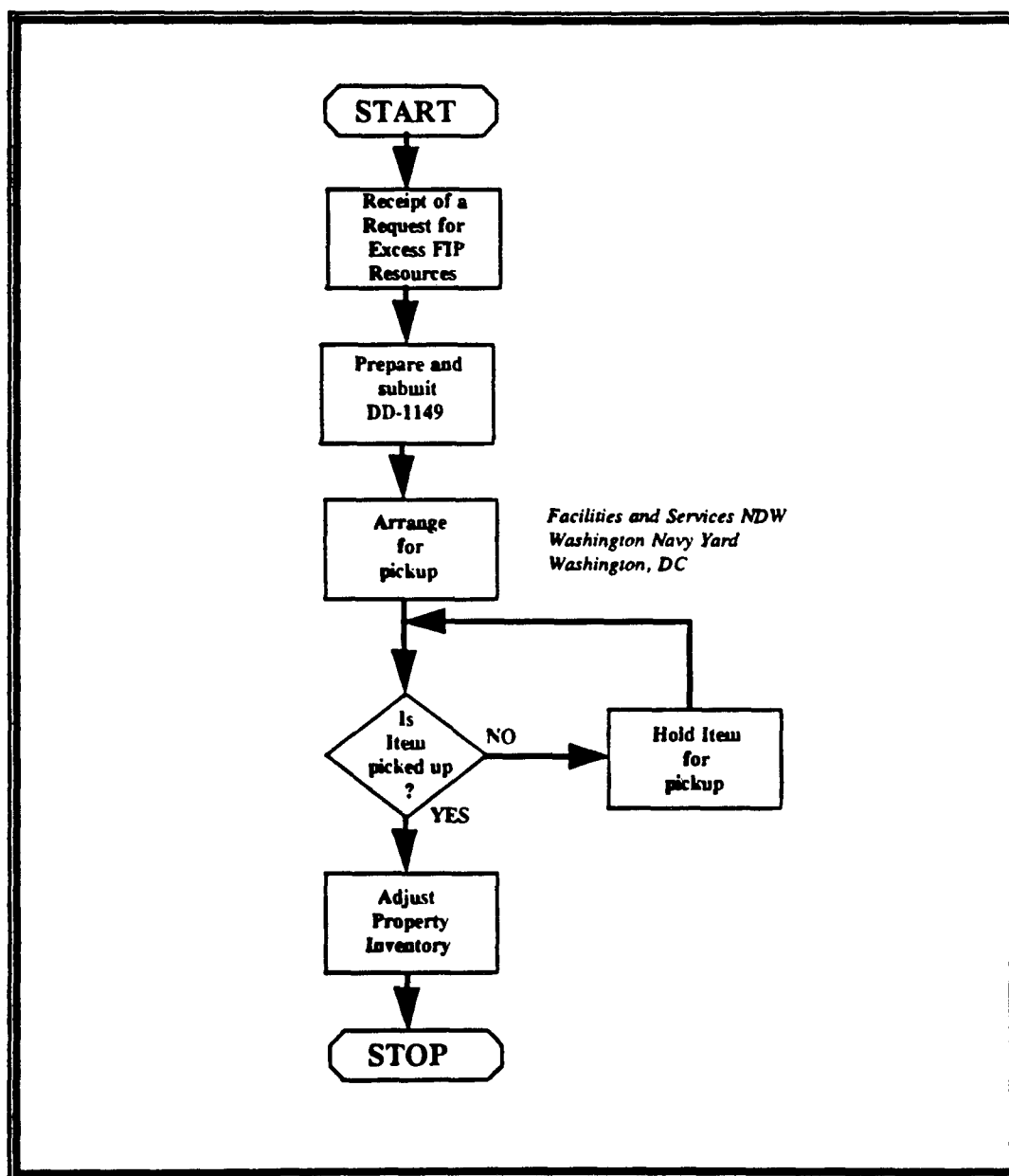


Figure 8.1.1

Transfer Process

(Final Disposition Outside the Command)

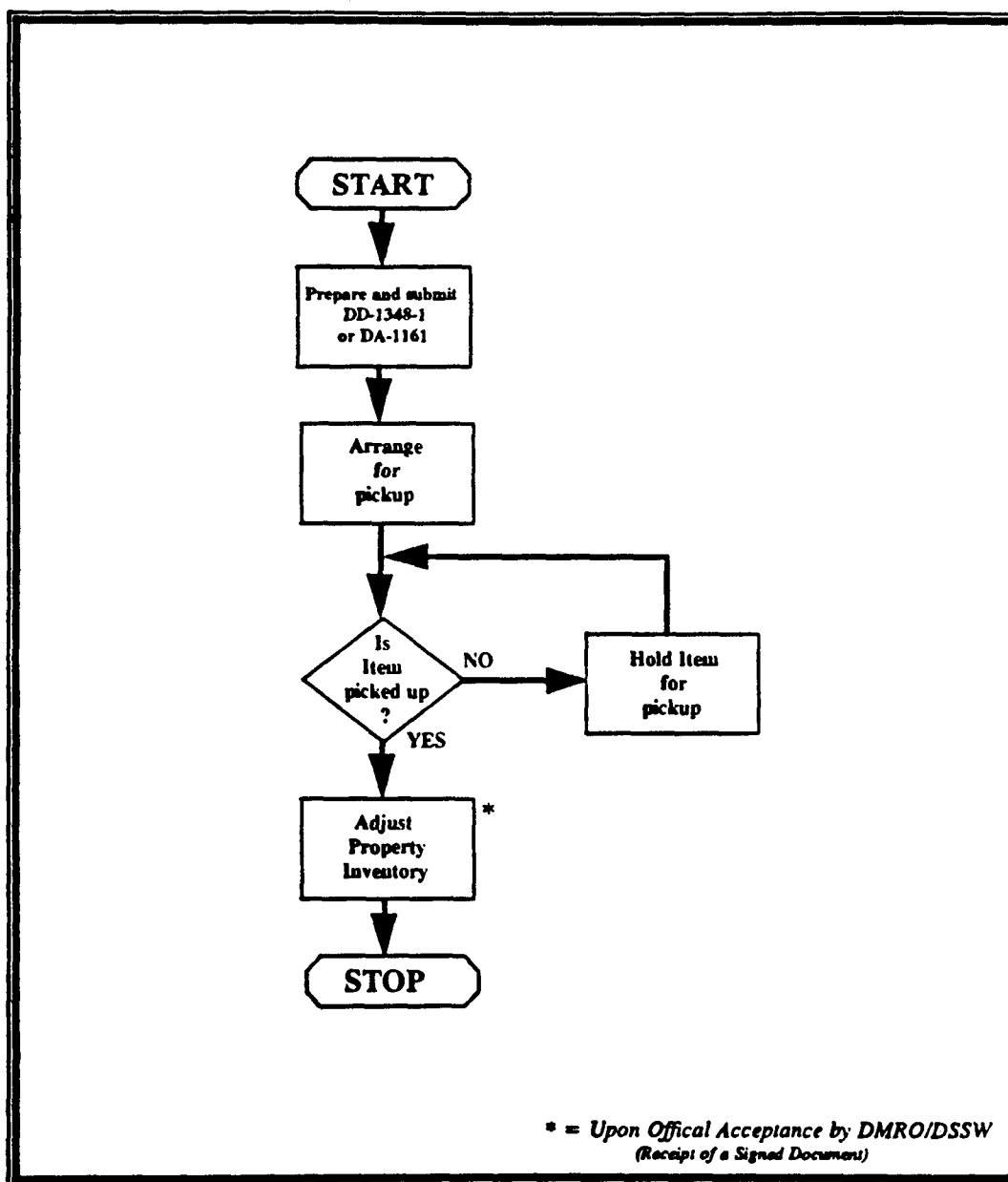


Figure 8.1.2

SECTION VIII - DISPOSITION OF PROPERTY

Disposition of property can be the result of excess property, survey, reclassification, sale, or gift.

Excess property is personal property no longer needed or in use by the department/code.

The PRO will promptly notify the property administrator of excess equipment. All plant and minor property must be either returned to the property administrator for disposal or specific guidance for disposal received from the property administrator before any property is removed by the PRO.

The property administrator will notify the network administration group if the property is Federal Information Processing (FIP) equipment.

The property administrator and/or the network administration group will determine if the property is serviceable or if the property can be used within the command. The property administrator is responsible for arranging the transfer or disposal of property and annotating the property inventory account only upon receipt of the official Defense Reutilization Marketing Office (DRMO) or the Defense Supply Service-Washington (DSSW) acceptance of the property. (References: DoD 7950.1M, DoD 4160.21M, and NAVCOMPT Manual)

The property administrator has the responsibility to ensure the correctness of documentation, posting of "official" documentation to the property accounting records, and maintaining the documentation for appropriate management/audit trail.

Disposition of plant property by reclassification to minor property. Plant property may be reclassified to minor property based on dollar threshold and instructions received from Defense Finance and Accounting Service (DFAS)/NAVCOMPT. NAVCOMPT Volume 3 provides periodic guidance regarding reclassification.

Disposition of property by means of survey relates to damaged, missing, lost, or stolen property. Official results of the survey are the means for adjusting the property accounting records. The property administrator ensures the documentation is complete and maintains the documentation for management/audit trail.

Disposition of property by sale or gift generally relates to gifts to the Naval Academy or donation of computer equipment to schools. Procedures for disposition of this nature are addressed in NAVCOMPT Manual/FIRMR and should also be addressed to Headquarters, NAVFACENGCOM.

SECTION IX

SAMPLE LETTERS AND FORMS

- **Appointment as Property Administrator**
- **Appointment as Property Responsible Officer**
- **Appointment as Department/Code Property Custodian**

[Command/Activity Letterhead]

From: Commander/Commanding Officer

To: (Property Administrator)

Subj: APPOINTMENT AS PROPERTY ADMINISTRATOR

Ref: (a) NAVFACINST 7320.4B, Management of Property
(b) NAVCOMPT Manual, Volume III, Chapter 6
(c) APAS/PMRS (Performance Appraisal System)

1. You are appointed the Property Administrator for the Command, and as such are strictly charged with the following responsibilities:

a. Accurately accounting for location of all property and ensuring the master records for all command property are current and provide the information required by reference (b).

b. Recording all acquisitions, dispositions, and transfers between departments/codes or other activities of command property (including computer items and pilferable equipment).

c. Ensuring backup documents for acquisitions and disposals are maintained for audit purposes.

d. Ensuring inventories of property are conducted as required by reference (b) and such inventories are reconciled with the master property records.

e. Ensuring excess property is promptly identified and disposal is in accordance with regulatory guidelines.

f. Ensuring that regulations and instructions pertaining to government-owned property are current and that any necessary accounting entries resulting from published changes are promptly recorded.

g. Ensuring PROs and their custodians receive training in the management of property.

2. As the Property Administrator for the Command, you are placed in a position of great trust, responsibility, and liability. This trust must be taken seriously, as culpability may be placed on the custodian of government property that is missing. You will be held accountable as it relates to your performance standards.

3. This appointment is effective immediately and will expire upon your transfer or reassignment.

(Commander/Commanding Officer)

[Command/Activity Letterhead]

From: Commander/Commanding Officer, ²

To: _____
(Department Head)

Subj: APPOINTMENT AS PROPERTY RESPONSIBLE OFFICER (PRO)

Ref: (a) NAVFACINST 7320.4B, Management of Property
(b) NAVCOMPT Manual, Volume III, Chapter 6
(c) APAS/PMRS (Performance Appraisal System)

1. You are hereby appointed the Property Responsible Officer (PRO) for your code/department, and as such, are strictly charged with the following responsibilities:

a. Accurately accounting for location and sub-custody records of all property within your area of responsibility.

b. Reporting all acquisitions, dispositions, and internal transfers of property (including computer items and pilferable equipment) in writing to the Command's Property Administrator (Code ____), within 2 days of action, for recording in the property management system. Copies of any pertinent documents initiated by other departments/codes or agencies affecting inventory accountability must be forwarded to the Property Administrator within 3 working days.

c. Ensuring a physical inventory is conducted and a new signature obtained when transferring the accountability on property inventory list from the old to the new PRO, upon transfer, reassignment, or departure from the command.

d. Ensuring all equipment is affixed with a bar-code label or other approved identification indicating "Property of U.S. Navy (name of activity)" ownership and locally established property number.

e. Verifying the condition of the property, turning in all excess and broken equipment to the Property Administrator for action, and utilizing existing, available equipment in lieu of new purchases whenever possible. All Information System equipment and Visual Information equipment must be processed through the Command's assigned division and responsible Headquarters division as required by regulatory guidance.

2. You are authorized to appoint a property custodian(s) to assist in the day-to-day management of property. However, you are not relieved of your responsibility or accountability for the property assigned to your code/department.

3. As the PRO for your code/department, you are placed in a position of great trust, responsibility, and liability. This trust must be taken seriously, as culpability may be placed on the custodian of government property that is missing. You will be held accountable as it relates to your performance standards (contained in reference (c)), i.e., "Organizational Support...Complies with on-going special emphasis programs in areas of internal control, integrity and efficiency...". Each employee (military and civilian) is morally and personally responsible and will be held accountable for the safekeeping of all government equipment in their custody.

² EFD, NPWC, NESC, NCBC, EFA

Subj: APPOINTMENT AS PROPERTY RESPONSIBLE OFFICER (PRO)

Appropriate security measures must be taken to avoid losses. You are to impress upon your co-workers the critical need for strict adherence to the rules, plus the exercise of good judgment and common sense. I expect you to observe the highest standards of professional conduct, maintaining yourself above reproach at all times.

4. This appointment is effective immediately and will expire upon your transfer or reassignment.

(Commander/Commanding Officer)

Copy to:
Property Administrator

[Command/Activity Letterhead]

From: Property Responsible Officer

To: _____
(Property Custodian)

Subj: APPOINTMENT AS DEPARTMENT/CODE PROPERTY CUSTODIAN

Ref: (a) NAVCOMPT Manual, Vol III, Chapter 6
(b) NAVFACINST 7320.4A, Section X

1. References (a) and (b) provides comprehensive guidance for the management of plant and minor property.

2. You are hereby appointed property custodian for Code _____. Your duties include the following:

a. Maintaining an up-to-date list of all plant and minor property within your custodial area by end user, bar code number, make, model, and serial number.

b. Signing for new property issued to your custodial area.

c. Reporting all changes, e.g., transfer or excess of property to the Property Administrator.

d. Spot checking the inventory frequently.

e. Conducting an annual reconciliation of inventory with the PA.

3. The Command Property Administrator (Code _____) is available to assist you in this effort, which includes the use of bar code equipment. I suggest that you seek support from every supervisor and individual in your area to safeguard our plant and minor property inventory.

(PRO)

SECTION X

BLANK SECTIONS (Available for Local Activity Use)

NAVFAC HQ for Inventory Procedures, Receipt/Transfer of Property

The following procedures are used by NAVFAC HQ:

- **Inventory Procedures**
- **Receipt or Transfer of Property by PRO**
- **Request for Disposition of Excess Equipment**
- **Property Accounting System Database, Change Request**

INVENTORY PROCEDURES

[The following inventory procedures are utilized by Headquarters, NAVFACENGCOM]

Annual Inventory Requirement. An annual inventory shall be conducted by each PRO in coordination with the Property Administrator. The PRO or the Property Administrator may establish the date for conducting the annual inventory of property assigned to the code/department.

Procedures for conducting the annual inventory:

- The Property Administrator will provide the code/department PRO with a current inventory listing.

- The PRO may appoint the assigned PRO custodian or another individual within the code/department to conduct the inventory.

- All items on the inventory listing will be physically cited and the inventory listing annotated.

- The inventory listing shall be annotated appropriately if property is out for repair or if there are any items missing. The Property Administrator will be promptly notified of any missing property so a search of the master inventory database³ can be effected; a memorandum or an e-mail is sent to all codes/departments regarding the missing item; and, the Security Officer is notified. If, at the end of 30 days, the missing property has not been located, the Property Administrator and Security Officer will initiate the necessary action to report the missing property (Section VI applies).

- All property in the possession of the PRO's code/department not on the inventory listing shall be added to the inventory listing with the following information: name of item, serial number, model number, property tag number (if there is a tag number), and any other descriptive information available. The PRO must also identify the source of acquisition for the property (i.e., another code or field activity, excess property from outside NAVFAC).

- The individual conducting the inventory and the code/department PRO will sign and date the inventory sheets and provide a copy to the Property Administrator within 2 working days from the completion of the inventory.

- The Property Administrator will research the master property database to locate, if possible, the property added to the code/department's inventory list to determine where the property was originally assigned.

- The Property Administrator will reconcile the master property inventory database to reflect the physical inventory within 5 working days from receipt of the inventory listing from the PRO EXCEPT for those items that may be missing, lost, or stolen. (Section VI applies)

³ Master inventory database includes historical files. Search should include purchase records.

Triennial Inventory Requirement. The triennial inventory required by NAVCOMPT will be a wall-to-wall inventory and will replace one of the annual inventories. The triennial inventory shall be conducted by individuals who are independent of the property management function.

Procedures for conducting the triennial inventory:

- The Property Administrator will announce the triennial physical inventory of property in writing at least 30 working days in advance.
- The Property Administrator will request each code/department to provide an individual to be a member of the inventory team. The inventory team will be made up of military and/or civilians in grades equivalent to GS 11 and above.
- Appointment letters will be issued to each inventory team member advising him/her of the responsibilities in conducting the physical wall-to-wall inventory.
- The procedures for the triennial physical inventory will follow the same procedures established for the annual physical inventory.
- The Property Administrator will conduct a pre-briefing for the inventory team to provide detailed procedures for conducting the inventory.
- A report of the outcome of the inventory will be prepared for review by the Commander, Vice Commander, and ESG.

Telephone Inventory - Requirements and Procedures:

- **Inventory Requirements.** DODINST 5335.1 of 3 Nov 93 requires all Washington area DOD components to perform an inventory of telecommunications equipment and, in coordination with DTS-W, conduct a review and validation on a 2-year cycle. NAVCOMPT Manual, Volume 3, Chapter 6, requires Navy activities to maintain an accurate record of minor property and to ensure that is properly safeguarded. Telephones constitute minor property and, therefore, fall under the provisions of the NAVCOMPT Manual.
- **Telephone Administrative Control Office (TACO).** Administrative management and control of the NAVFAC telephone system is maintained by the Command TACO through the installation, upgrade, repair, inventory, and removal of telephones, answering machines, pagers and associated equipment.
- **Telephone Accountability Officer (TAO).** The TAO serves as the NAVFAC telephone system representative within each code. The TAO has responsibility to maintain and update the list of telephone equipment within the code, notify the Administrative Division immediately of changes to the inventory, sign for telephone equipment issued to the code, conduct random spot checks of the telephone equipment, and work with the Administration Division on the annual review and reconciliation of the code's telephone equipment, and with the Administration Division and DTS-W on the biennial audit. The TAO will be appointed in writing by the cognizant Code/Department Head.
- **Procedures for Inventory, Receipt, and Transfer of Telephone Equipment.** The TACO and TAO will conduct and control the inventory, receipt and transfer of telephone equipment following the procedures established for the administration of minor property.

RECEIPT OR TRANSFER OF PROPERTY BY PROPERTY RESPONSIBLE OFFICER

[The following procedures are utilized by Headquarters, NAVFACENGCOM]

Receipt of Property: Property delivered by Property Administrator, or PRO/PRO Custodian picks up property from Property Administrator.

- Property must have label/bar code affixed by Property Administrator before delivery.

- PRO/PRO Custodian records property in code/department's property inventory log.

- PRO/PRO Custodian assigns the property to the end user and identifies the end user in the code/department's property inventory log.

Transfer or Disposal of Property:

- PRO/PRO Custodian annotates date and location for transfer of property within the code/department's property inventory log.

- PRO/PRO Custodian notifies Property Administrator of property to be excessed or repaired in writing (a local form may be used).

- PRO/PRO Custodian annotates the status of the property in the code/department's property records. (If property is turned in for repair, the code/department should set up a suspense system for tracking the property -- keeping in mind that the code/department owning the property is still accountable for the property.)

- Property is picked up or delivered to the Property Administrator and a receipt is provided to the PRO indicating date and condition of the property.

REQUEST FOR DISPOSITION OF EXCESS EQUIPMENT

From: _____ Code _____ Date _____
(Property Responsible Officer)

To: Property Administrator

1. The following list of equipment is excess to this code. Request action be initiated to inventory and transfer the equipment to the Property Administrator for disposal.

Property Tag No.	Description of Equipment/Manufacturer	Serial No.	Model No.	Condition Code	Location, Point of Contact and Telephone No.

Instructions:

- PRO/Custodian will be notified when the equipment will be picked up.
- Safety Officer will be notified of any equipment that held or contained Hazardous material. Safety Officer will provide special instructions for handling the equipment.
- Condition codes are provided on the reverse side of this form.
- Delivery of excess equipment to DRMO is by appointment. The Property Administrator will make the arrangements for delivery.

[Property Responsible Officer]

[date]

CONDITION CODE SUMMARY FOR EXCESS EQUIPMENT

A1	Serviceable	{without qualification} / Unused-Good
A4	Serviceable	{without qualification} / Used-Good
A5	Serviceable	{without qualification} / Used-Fair
A6	Serviceable	{without qualification} / Used-Poor
B2	Serviceable	{with qualification} / Unused-Fair
B3	Serviceable	{with qualification} / Unused-Poor
B4	Serviceable	{with qualification} / Used-Good
B5	Serviceable	{with qualification} / Used-Fair
B6	Serviceable	{with qualification} / Used-Poor
C1	Serviceable	{priority} / Unused-Good
C2	Serviceable	{priority} / Unused-Fair
C3	Serviceable	{priority} / Unused-Poor
C4	Serviceable	{priority} / Used-Good
C5	Serviceable	{priority} / Used-Fair
C6	Serviceable	{priority} / Used-Poor
D2	Serviceable	{test/modification} / Unused-Fair
D3	Serviceable	{test/modification} / Unused-Poor
D4	Serviceable	{test/modification} / Used-Good
D5	Serviceable	{test/modification} / Used-Fair
D6	Serviceable	{test/modification} / Used-Poor
E7	Unserviceable	{Lmtd Restora.} / Repairs Req'd-Good
E8	Unserviceable	{Lmtd Restora.} / Repairs Req'd-Fair
E9	Unserviceable	{Lmtd Restora.} / Repairs Req'd-Poor
F7	Unserviceable	{repairable} / Repairs Req'd-Good
F8	Unserviceable	{repairable} / Repairs Req'd-Fair
F9	Unserviceable	{repairable} / Repairs Req'd-Poor
G7	Unserviceable	{incomplete} / Repairs Req'd-Good
G8	Unserviceable	{incomplete} / Repairs Req'd-Fair
G9	Unserviceable	{incomplete} / Repairs Req'd-Poor
HS	Unserviceable	{condemned} / Scrap
HX	Unserviceable	{condemned} / Salvage
SS	Unserviceable	{scrap} / Scrap

PROPERTY ACCOUNTING SYSTEM DATABASE
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CHANGE REQUEST

From: Code _____

Date: _____

To: Property Administrator [Code _____]

A. _____ Location Change (From _____ to Bldg/Code _____ , Room _____)

B. _____ Property Responsible Officer _____ (Code _____)

C. _____ Department/Code Custodian _____

Property Account Number	Description	Manufacturer	Model	Serial Number	Change Request (A,B,C)

(Releasing PRO/Custodian Signature)_____
(Accepting PRO/Custodian Signature)